



2021 FOOD TRUCK FEST VENDOR APPLICATION AND REQUIREMENTS

To celebrate Chicago's food truck industry, the Department of Business Affairs and Consumer Protection (BACP) is accepting applications for the 2021 Food Truck Fests to be held at Daley Plaza, located at 50 W. Washington Street.

This year's #ChiFoodTruckFest is scheduled to begin Friday, July 30, 2021, and take place every Friday through October 15, 2021 with exceptions for holidays as noted below. Due to COVID-restrictions on Daley Plaza, the number of spaces will be limited to six trucks per fest.

To participate in any of this year's Fest dates, please e-mail a completed 2021 application and supporting documentation to:

Food truck festival coordinator Stella Natufe – Stella.Natufe@cityofchicago.org

To be considered for Fest dates, applications and required documents must be submitted **no later** than Friday, July 2, 2021.

What you need to know:

- Mobile Food Vehicle operators must submit their completed application before being considered for an event date.
- Applicants must be properly licensed by the City of Chicago as a mobile food vehicle, whose primary function is the preparation and sale of food, either prepackaged or cooked onboard. Note that the COVID-19 license renewal extension will expire on July 15, 2021 – all food trucks will need an active license in order to participate in the 2021 Food Truck Fest and will need to renew their license if it is set to expire on July 15.
- Applicants will be evaluated prior to selection for proper sanitation certification and the ability to produce high volume sales. Trucks must reflect the highest possible standards in terms of sanitation, food handling and personnel training.
- Participants and their employees must maintain the highest degree of cleanliness and professionalism at the event at all times.
- All equipment being provided by the vendor must meet City of Chicago safety and health standards.
- Menu items proposed for events must be on your pre-approved menu. Beverages may not be sold at events unless indicated on application.
- Menu items on your application should be priced no higher than in the applicant's normal operation.
- Menu prices or signs may not be altered during an event.
- **Food trucks are responsible for paying their own taxes.**



VENDOR REQUIREMENTS:

1. Applicants must be licensed as a Mobile Food Vehicle, whose primary function is the preparation and sale of food, either prepackaged or cooked onboard.
 2. Applicant must have an active Special Event Food License (offered for 180 days or for 1 year)
 - a. Submit the completed application to Lawrence Smith at lawrence.smith@cityofchicago.org and CC BACPoutreach@cityofchicago.org.
 - b. The Special Event Food License must be active during any Fest event the applicant is participating in.
 3. Certificate of Insurance (COI) that meets the requirements detailed below.
 4. \$100 per event administrative fee, **to be paid to BACP prior to date of event.**
 5. A certified food manager must be on the truck at all times of operation.
 6. Food Truck must be fully operational, including the service of utensils, paper plates/serving containers, plastic forks, knives, etc.
 7. **Cardboard, to be placed under the truck** for protection against ground stains on the Plaza.
 8. Trucks must arrive between 9:15 AM and 9:30 AM on the day of the event to gain access to Daley Plaza. Trucks will not be allowed to depart earlier than allowed by security (typically 3:00 PM).
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INSURANCE REQUIREMENTS

Applicants will be required to provide an original Certificate of Insurance (COI) evidencing the insurance minimums, detailed below, for the dates agreed upon as specified in detail on attached documents (labeled Daley Plaza COI).

Approval of a Food Truck Fest vendor application is contingent on applicant naming the City of Chicago, Public Building Commission of Chicago, and MB Real Estate Services, Inc. as additional insureds. Applicants must also submit a copy of the endorsement using ISO form CG 20 26-11 85 and HA 99 13-01 87 or equivalent. Applicant's certificate of insurance must also evidence a waiver of subrogation in favor of the City of Chicago, its employees, elected officials, agents, or representatives.

CERTIFICATE HOLDER

MB REAL Estate Services Inc.
1203 Richard J. Daley Center
50 West Washington Street
Chicago, IL 60602

Bodily Injury -- \$1,000,000 per occurrence; Property Damage--\$2,000,000 Aggregate; Automobile Liability \$1,000,000; Umbrella Liability Policy - \$2,000,000; Workers Comp - \$500,000



COVID GUIDELINES

Business will be expected to follow the latest COVID-19 regulations set by the City of Chicago and adhere to the conditions set by the Daley Plaza. The latest COVID-19 regulations can be found at [Chicago.gov/reopening](https://www.chicago.gov/reopening).

POLICY AND PROCEDURES

1. Trucks will be allowed to line-up on Clark Street as early as 9am
2. Trucks will be allowed onto to the plaza beginning at 9:15am
3. No trucks will be allowed onto the plaza after 10am sharp – NO EXCEPTIONS
4. Reduce Speed
5. No Generators
6. Food Sells start at 11am and ends at 3pm
7. All trucks are required to have a cardboard under their truck to catch oil leaks. (If there is an oil the responsible truck will be asked to pay the cleaning fee)

EXITING THE PLAZA

- Reduce speed
- Trucks exit (In one single line) in the order they entered the plaza.
- Truck closest to the exit (near the fountain) will be the first truck to exit.
- All trucks should wait for clearance signal from security and/or Daley Center staff before moving from their parked position.
- Trucks are not allowed to "cut the line".
- Point of contacts should notify employees to NOT drive off the line.



2021 FOOD TRUCK FEST VENDOR APPLICATION

Must be submitted via email to BACPoutreach@cityofchicago.org by June 30, 2021

Contact Information - Please type or print clearly:

| | |
|----------------------------|---|
| Truck Name: | Key contact name: |
| Address: | Key contact address: |
| Vendor main phone: | Key contact home phone: |
| Owner's Name: | Key contact (Truck) cell phone: |
| Owner's home phone: | Key contact work phone: |
| Owner's cell phone: | *Key contact email: |
| Owner's work phone: | Alternate contact name, phone & email: |
| Owner's email: | Social media accounts: (e.g. twitter @chicagobacp) |

*primary mode of contact

- I have read this application and the accompanying materials. I hereby agree that, if I am selected for participation, I will abide by all rules, regulations and requirements.

| |
|---|
| Signature of Owner or Corporate Officer |
| Title |
| Name (type or print) |
| Signature of key contact person |
| Title |
| Name (type or print) |



ADDITIONAL MATERIALS

In order to participate in the 2021 Food Truck fest, the following additional materials will need to be submitted to BACPoutreach@cityofchicago.org at least one week prior to your first scheduled day of participation:

- Copy of Active Mobile Food Vehicle License
- Copy of Active Special Event Food License
- Certification of Insurance
- Payment of \$85 per event (2021 Only)

2021 FOOD TRUCK FEST SCHEDULE (Note- this schedule is subject to change)

July 2, 2021: Application due to BACP

July 9, 2021: BACP will notify trucks of their participation and share schedule through the end of August (schedules for following months will be shared by the 15th of the preceding month)

July 23, 2021: Additional materials due for trucks participating in first Food Truck Fest (materials due one week before first scheduled day of participation for each truck)

July 30, 2021: 2021 Food Truck Fest begins

October 29, 2021: 2021 Food Truck Fest ends