

2025 CHI FOOD TRUCK FEST VENDOR APPLICATION AND REQUIREMENTS

To celebrate Chicago's food truck industry, the Chicago Department of Business Affairs and Consumer Protection (BACP) is accepting applications for the 2025 Chi Food Truck Fests to be held at Daley Plaza, located at 50 W. Washington Street.

This year's Chi Food Truck Fest is scheduled to begin Friday, May 16, 2025, and will take place every Friday through October 3, 2025, with exceptions for holidays. Due to weight and space restrictions on Daley Plaza, the maximum number of trucks allowed onto the plaza will be 12 per fest.

To participate in any of this year's Fest dates, please click the link in the corresponding email to complete a 2025 application and provide supporting documentation to:

Food truck fest coordinator Stella Natufe - Stella.Natufe@cityofchicago.org

To be considered for fest dates, applications and required documents must be submitted no later than Friday, April 11, 2025.

WHAT YOU NEED TO KNOW

- Mobile Food Vehicle operators must submit their completed application before being considered for an event date.
- 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.
- All equipment being provided by the vendor must meet City of Chicago safety and health standards.
- Food trucks are responsible for paying their own taxes.
- Food trucks owners, that have multiple trucks with different names or various trucks under an LLC, will only be allowed to have one application on file for just **one truck**.
- There will be no fee to participate in the 2025 Chi Food Truck Fest
- Review the Chi Food Truck Fest Policies and Procedures on Page 2 & 3.

2025 FOOD TRUCK FEST DATES:

- May 16, 23, 30
- June 6, 13, 20, 27
- July 11, 18, 25
- August 1, 8, 15, 22, 29
- September 5, 12, 19, 26
- October 3

VENDOR APPLICATION REQUIREMENTS

1. Applicant **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 Permit** (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 Permit must be active during any Fest event the applicant is participating in.
3. Submit a Certificate of Insurance (COI) that meets the requirements detailed below.
4. A certified food manager must be on the truck at all times of operation.
5. Food Truck must be fully operational, including the service of utensils, paper plates/serving containers, plastic forks, knives, etc.
6. Failure to show-up on your scheduled date will result in reduced future fest participation.
7. The fest occurs rain or shine.

INSURANCE REQUIREMENTS

Applicants will be required to provide an original Certificate of Insurance (COI) evidencing the insurance minimums as required by the City of Chicago Department of Business Affairs and Consumer Protection, during the licensing process.

CHI FOOD TRUCK FEST POLICIES AND PROCEDURES

- Food truck operators must be in good standing with the City of Chicago, and without findings regarding their business license and/or findings through the Office of Labor Standards for 18 months prior to the event.
- Participants and their employees must always maintain the highest degree of cleanliness and professionalism at the event.
- 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.
- Generators are not allowed.
- All trucks should wait for clearance signal from security and/or Daley Center staff before moving from their parked position.

Entering and Exiting the Plaza:

- Trucks enter and exit in a single line.
- Trucks are not allowed to "cut the line."
- Trucks must reduce speed.
- Trucks will be allowed to line-up on Clark Street as early as 9:00 a.m.
- Trucks must arrive between 9:15 a.m. and 9:30 a.m. on the day of the event to gain access to Daley Plaza.
- Trucks will not be allowed onto the plaza before 9:15 a.m.
- Trucks that arrive after 10:00 a.m. will not be allowed onto the plaza- no exceptions.
- Truck closest to the exit (near the fountain) will be the first truck to exit.
- Trucks are required to have a cardboard under their truck to catch oil leaks and protect against ground stains on the Plaza. If there is an oil leak on the Plaza, the responsible truck will be asked to pay the cleaning fee.
- Food can be sold beginning at 11:00 a.m. and must end at 3:00 p.m. New food orders can not be taken at 3:00 p.m.
- Trucks must be ready to leave by 3:05 - 3:10 p.m.-no exceptions.
- Point of contacts should notify food truck employees of the procedures.