



## MARKET HOURS

### SUNDAYS

May 28<sup>th</sup> – October 29<sup>th</sup>

9am – 3 pm

## CONTACT INFO

### ADDRESS

800 S. Desplaines St.  
Chicago, IL 60607

### OFFICE HOURS

Fridays, 9am – 4pm  
Sundays, 7am – 2pm

### PHONE

312.745.4676

### FAX

312.745.7045

### EMAIL

Maxwellstreet  
@cityofchicago.org

### WEBSITE

Maxwellstreetmarket.us



#MaxwellStreetMarket

# MAXWELL STREET MARKET

# FOOD VENDOR APPLICATION



## APPLICATION INSTRUCTIONS & CHECKLIST

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Thank you for your interest in Maxwell Street Market!

To apply as a Food Vendor, applicants must:

- **Complete the Application Packet**
  - Prepared Food Vendor Application or Mobile Food Vendor Application
  - Maxwell Street Market Vendor Agreement
  - Disclosure of Indebtedness to the City of Chicago
    - All applicants must complete the Affidavit of Disclosure of Indebtedness to the City of Chicago when applying to vend at Maxwell Street Market. In accordance with Section 4-4-150 of the Municipal Code of Chicago, no vendor permit shall be issued to any applicant who has unsettled debt with the City. Proof of payment plan or bill payment is required prior to space purchase.
  
- **Attach the following:**
  - A copy of Current Driver's License, State ID, Matricula Consular ID or Passport
  - A copy of Current Vehicle Insurance
    - Vendors using autos to transport goods to and from the market must maintain Auto Liability.
  - A copy of Commercial General Liability Insurance Policy or equivalent with limits not less than \$1,000,000 per occurrence, for bodily injury, personal injury and property damage liability.
    - Coverage must include, but not be limited to, the following: All premises and operations, products/completed operations, separation of insureds, defense, liquor liability when applicable, products and completed operations for food or beverages for consumption, food or beverage contamination, and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, noncontributory basis.
    - Vendors that will be using autos to transport goods to and from the market must also maintain Auto Liability.
  - A copy of current Sales IBT/IDOR Number or Certificate (Illinois Business Tax ID #/Illinois Department of Revenue #)
    - IBT ID/IDOR numbers can be obtained by applying online at [mytax.illinois.gov](http://mytax.illinois.gov) or in person at the Illinois Department of Revenue, located in the basement of the Thompson Center at 100 W. Randolph St.
  - A copy of valid City of Chicago Summer Festival Food Vendor Sanitation Certificate bearing their name
  - Signed affidavit, if you received permission to use a licensed kitchen for food preparation and equipment storage.
  - A current Health Inspection Report for licensed kitchen where food is prepared (NO food may be prepared in a home kitchen unless certified under Illinois Cottage Food Law).
    - All vendors must have a passing inspection dated not more than six months before their first day at the Market. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before their first day at the Market.
  - Site Plan, showing the layout of your booth
  
- **Select the date(s) you would like to vend**

> **YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUESTED INFORMATION IS RECEIVED** <

**Please return completed application and supporting documents to:  
Maxwell Street Market, 800 S. Desplaines Street, Chicago, IL 60607  
[Maxwellstreet@cityofchicago.org](mailto:Maxwellstreet@cityofchicago.org)**

**Kindly note that our office hours are Fridays, 9 a.m. – 4 p.m. and Sundays, 7 a.m. – 2 p.m. during market season.**

# PREPARED FOOD VENDOR APPLICATION

**THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE FIRST DATE YOU VEND AT MAXWELL STREET MARKET**

*PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.*

## VENDOR INFORMATION:

Name of Food Vendor		Business Name	
Business Address		City and State	Zip Code
Phone Number		Sales IBT/IDOR Number	
Email Address		Website Address/ Social Media Handles (FB, IG)	
Summer Festival Food Vendor Sanitation Certificate Number (Required to have a Certified person at each booth at all times)		Maxwell Street Maxwell Vendor Number (does not apply to first time applicants)	

**SIGNATURE** (\*Must be signed by an owner or officer) \_\_\_\_\_ Date: \_\_\_\_\_

List the name and address of the licensed food establishment where the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a **notarized commissary letter** from the 3<sup>rd</sup> party location owner/operator. **Note: NO FOOD OR EQUIPMENT MAY BE STORED IN THE HOME.**

Describe the method of transporting food and the temperature food will be held at the Market (i.e., refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods 140° F or above).

List the name(s) and address(es) of the food supplier(s) used for the event (wholesalers, distributors, etc.). Retain all receipts for inspection.

# MENU APPROVAL REQUEST

<b>Menu Item</b> <small>(i.e., Italian beef, spaghetti, ice cream, French fries)</small>	<b>Ingredients</b> <small>(i.e., beef, rice, tortillas, cheese, bread)</small>	<b>How is it prepared <i>on-site</i>?</b> <small>(i.e., grilled, fried, no on-site prep)</small>	<b>Equipment Used for Prep, Cold/Hot Holding, Cooking <i>at booth</i></b> <small>(i.e., refrigeration, steam table, grill, freezer)</small>	<b>Final Internal Cooking Temp °F</b> <small>(<b>Not</b> oven/oil temp)</small>
				°F
				°F
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				°F

Are condiments provided for customer self-service? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list them below and how they are dispensed.

> ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL BE DENIED <

# MOBILE FOOD VENDOR APPLICATION

**THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE FIRST DATE YOU VEND AT MAXWELL STREET MARKET**

*PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.*

<b>Name of Mobile Food Vendor</b>		<b>Contact Name</b>	
<b>Contact Number</b>		<b>Email Address</b>	
<b>Address</b>	<b>City</b>	<b>Zip Code</b>	
<b>Mobile Food License #</b>		<b>License Expiration Date</b>	
<b>Department of Business Affairs &amp; Consumer Protection Account Number (6 digits)</b>  _____		If you do not know your account number, please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number, you will need to visit <a href="http://www.cityofchicago.org/businessaffairs">www.cityofchicago.org/businessaffairs</a> to obtain one.	

List the food items to be sold from your mobile food vehicle.

I acknowledge that I am only preparing/dispensing food directly from a City of Chicago licensed Mobile Food vehicle (no outside booth/tent) in compliance with all license requirements.

NO       YES

I acknowledge that I am only selling items from our City of Chicago Department of Health pre-approved menu.

NO       YES

**SIGNATURE** (\*Must be signed by an owner or officer) \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## 2023 MARKET DATES

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PLEASE MARK THE DATE (S) YOU'D LIKE TO VEND:

 Sundays
May 28 <sup>th</sup>
June 4 <sup>th</sup>
June 11 <sup>th</sup>
June 18 <sup>th</sup>
June 25 <sup>th</sup>
July 2 <sup>nd</sup>
July 9 <sup>th</sup>
July 16 <sup>th</sup>
July 23 <sup>rd</sup>
July 30 <sup>th</sup>
August 6 <sup>th</sup>
August 13 <sup>th</sup>
August 20 <sup>th</sup>
August 27 <sup>th</sup>
September 3 <sup>rd</sup>
September 10 <sup>th</sup>
September 17 <sup>th</sup>
September 24 <sup>th</sup>
October 1 <sup>st</sup>
October 8 <sup>th</sup>
October 15 <sup>th</sup>
October 22 <sup>nd</sup>
October 29 <sup>th</sup>

# VENDOR AGREEMENT

**COMPLETED APPLICATION PACKET MUST BE SUBMITTED PRIOR TO VENDING AT  
MAXWELL STREET MARKET**

*PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.*

I agree to the following (*please initial each statement*):

\_\_\_\_\_ I will vend for the full Market Day, from 9:00 a.m. until 3:00 p.m.

\_\_\_\_\_ I understand that I can set-up my vending space between 7:00 a.m. – 8:30 a.m. and that I will not be allowed to enter the market or set-up after 8:30 a.m.

\_\_\_\_\_ I understand that I must load all unsold food or merchandise in my vehicle(s) and depart between 3:00 p.m and 4:30 p.m.

\_\_\_\_\_ I will purchase my weekly permit by 8:15 a.m. on the date in which I intend to vend and understand that vendor spaces can be reassigned if not purchased by that time.

\_\_\_\_\_ Starting at 8:30 a.m. until the Market ends at 3:00 p.m., my vehicle will remain parked, and I will not drive on the Market grounds. When driving on the Market grounds, I will do so at a safe speed.

\_\_\_\_\_ I understand that I must call the Market office to report any Market Day absences by 8:00 a.m. on the missed market date. Failure to report my absence will result in the loss of the fee paid for that date.

\_\_\_\_\_ I understand that vendor spaces are assigned on a first-come, first served basis and that I cannot claim a space that I haven't paid for. I understand that vendor spaces will not be held and that spaces may be reassigned unoccupied for three (3) consecutive weeks.

\_\_\_\_\_ I will vend only in the space(s) for which I purchased a permit.

\_\_\_\_\_ I will not attempt to sell/re-sell the space for which I purchased a permit.

\_\_\_\_\_ I affirm that none of the goods I am selling are counterfeit or stolen.

\_\_\_\_\_ I affirm that I do not owe the City of Chicago any debt. If debt is discovered, I will pay it as soon as possible.

\_\_\_\_\_ I affirm that the information submitted is accurate and complete.

\_\_\_\_\_ I agree to abide by and operate by the Maxwell Street Market Ordinance and the Maxwell Street Market Rules and Regulations, cooperate with the Market Management, and pay the required fees.

The undersigned, for themselves and, if different for the person or organization on behalf of whom this application is submitted, hereby covenants to indemnify the City of Chicago and its officers, agents, employees, and assignees, and to hold them harmless, from any liability and/or for any contractual or quasi-contractual obligations to third parties in connection with the activity, event use or occurrence.

**Vendor Name:** \_\_\_\_\_  
Please Print

**Date:** \_\_\_\_\_

**Vendor Signature:** \_\_\_\_\_



# DISCLOSURE OF INDEBTEDNESS TO THE CITY OF CHICAGO

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY.**

The undersigned understands that failure to disclose any debt owed to the City, including parking tickets, will be grounds for the termination of any offer to do business with the City of Chicago.

All City of Chicago debts must be paid or arrangements for payment made with the Department of Finance (City Hall, 121 S. LaSalle St.) prior to receipt of Maxwell Street Market Permit.  
 Parking tickets and water bills can be paid online at [pay.cityofchicago.org](http://pay.cityofchicago.org).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

License Plate #: \_\_\_\_\_

SSN (Last 4 digits **ONLY**): \_\_\_\_\_

Signature: \_\_\_\_\_

**For the last five (5) years, if you have been an owner, officer, director, associate, partner, or proprietor of a business, list that information below.**

Business Name	Address (Include City, State and Zip)	Type of Company



# VENDOR FEES

## LEGACY FOOD VENDOR PERMITS *(Maxwell Street Vendor for more than 5 consecutive years):*

**Annual Reservation *(formerly Renewal)* Fee - \$50.00**

10' x 30' space or food truck . . . . .	\$315.00 per month, or
10' x 30' space or food truck . . . . .	\$90.00 per week
10' x 10' space or food cart . . . . .	\$125.00 per month, or
10' x 10' space or food cart . . . . .	\$35.00 per week

## FEATURED FOOD VENDOR PERMITS *(Maxwell Street Vendor for less than 5 consecutive years):*

**Annual Reservation *(formerly Renewal)* Fee - \$75.00**

10' x 30' space or food truck . . . . .	\$370.00 per month, or
10' x 30' space or food truck . . . . .	\$150.00 per week
10' x 10' space or food cart . . . . .	\$140.00 per month, or
10' x 10' space or food cart . . . . .	\$40.00 per week

## SINGLE DAY FOOD VENDOR PERMITS

*(Single Day Vendors are assigned to open and available spaces on a first-come, first-served basis):*

10' x 30' space or food truck . . . . .	\$125.00 per week
10' x 10' space or food cart . . . . .	\$50.00 per week

*Note: New Applicants may apply as Featured Vendor with Annual Reservation Fee or as Single Day Vendor.*