



CHICAGO RIVERWALK CONCESSION PROGRAM

HANDBOOK





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Emergency Protocols

Call 911 in case of an emergency

- Inform the operator that you are a Riverwalk vendor and provide your address
- Describe your site as located between the bridges on the borders of your site
- Offer to meet emergency responders at the nearest stairway

Report any non-life-threatening issues and calls to

AIS security: 312-746-8720

Titan security: 312-343-1665

Report any issues with the Riverwalk to AIS Engineers:

312-744-9111

HISTORY OF RIVERWALK CONCESSION PROGRAM



Dear Riverwalk Vendor:

The Main Branch of the Chicago River has a long and storied history that in many ways mirrors the development of Chicago itself. Once a meandering marshy stream, the river first became an engineered channel to support the industrial transformation of the city. Chicago's phenomenal growth into a major urban center is due, in large part, to its strategic location on the Chicago River and Lake Michigan.

The idea of a Riverwalk began with the 1909 Plan of Chicago by Daniel Burnham and Edward Bennett which called for many "City Beautiful" improvements including a new civic vision of riverside promenades and of the Wacker Drive viaduct. The first installment, however, was not realized until the 1970's. The Riverwalk Esplanade between Lake Shore Drive and Michigan Avenue was originally dedicated to the City in 1972 from the Illinois Central Railroad as part of the Rails to Trails program. Progress continued westward with the construction of the Michigan and Wabash underbridge connections in 2009. In 2013, \$98.6 million dollars was secured from the Transportation Infrastructure Financing Initiative Act (TIFIA) as a federal loan to construct the final segment to Lake Street completing the 1.25 mile path along the south bank of the main stem of the Chicago River. Improvements were made to refresh and update the Esplanade in 2019.

"The role of the river has been evolving with the Chicago Riverwalk project—an initiative to reclaim the Chicago River for the ecological, recreational and economic benefit of the city. The Chicago Riverwalk provides city residents and visitors a unique opportunity to connect with a natural amenity in the heart of downtown. There are areas of native landscaping, public art works and seating to enjoy natural beauty in an urban canyon of world-famous architecture. As part of the Chicago Riverwalk concession program you are ambassadors of our City to the thousands of visitors enjoying the many food & beverage and recreational opportunities the Riverwalk Concession Program provides. Your hard work is greatly appreciated!"

- Mayor Lori E. Lightfoot

A handwritten signature in black ink that reads "Lori E. Lightfoot". The signature is written in a cursive, flowing style.

HISTORY OF RIVERWALK CONCESSION PROGRAM



Message from the Commissioner-

The Chicago River is one of the City's greatest natural assets that is being showcased as a downtown corridor for transportation, recreation and economic development through the Chicago Riverwalk. The Riverwalk is a 1.25 mile long path adjacent to the south bank of the Main Branch of the Chicago River which enhances residents' and visitors' enjoyment of Chicago it is managed by the Department Assets, Information and Services (AIS). AIS envisions a mix of recreational, entertainment, food and beverage

and retail facilities on the Riverwalk, creating a vibrant area to be enjoyed by residents, tourists and visitors alike. The Chicago Riverwalk is a transformative placemaking opportunity to activate the historically significant Chicago River.

The Riverwalk has distinct "districts" that describe and define the character of the space. **The Esplanade District** extends from Lake Shore Drive to Michigan Avenue. It includes the connection to the Lake Front Trail at Lake Shore Drive. **The Civic District** is the heart of the Riverwalk and connects the Esplanade District at Michigan Avenue to State Street. Within this District is the Michigan Avenue bridge, the Friends of the River's McCormack Bridge House and Chicago River Museum operates a museum within the southwest tower of the Michigan Avenue bridge houses. This district also includes the Vietnam Veterans Memorial Plaza between Wabash and State Streets. **The Arcade District** is between State Street and Franklin. This section was constructed by the Chicago Department of Transportation between 2014 through 2016. Each different block was designed to reflect various river typographies named; the Marina, the Cove, the River Theater, the Water Plaza and the Jetty. The

stretch is more modern and urban than the Esplanade or Civic Districts. **The Confluence District** is the area between Lake Street and Franklin named after the confluence where the Main, North and South and Branches of the Chicago River meet.

This handbook has been created as a resource for vendors operating in the Chicago Riverwalk Concession Program. It is meant as a resource for program participants and provides the Guiding Principles, Standard of Service, Environmental Guidelines, Good Food Policy and Rules and Regulations. Compliance with all federal and local laws as well as the rules and regulations within this handbook are expected from all participants in the Concession Program. Rules, regulations and guideline will be updated throughout the term of your contract.

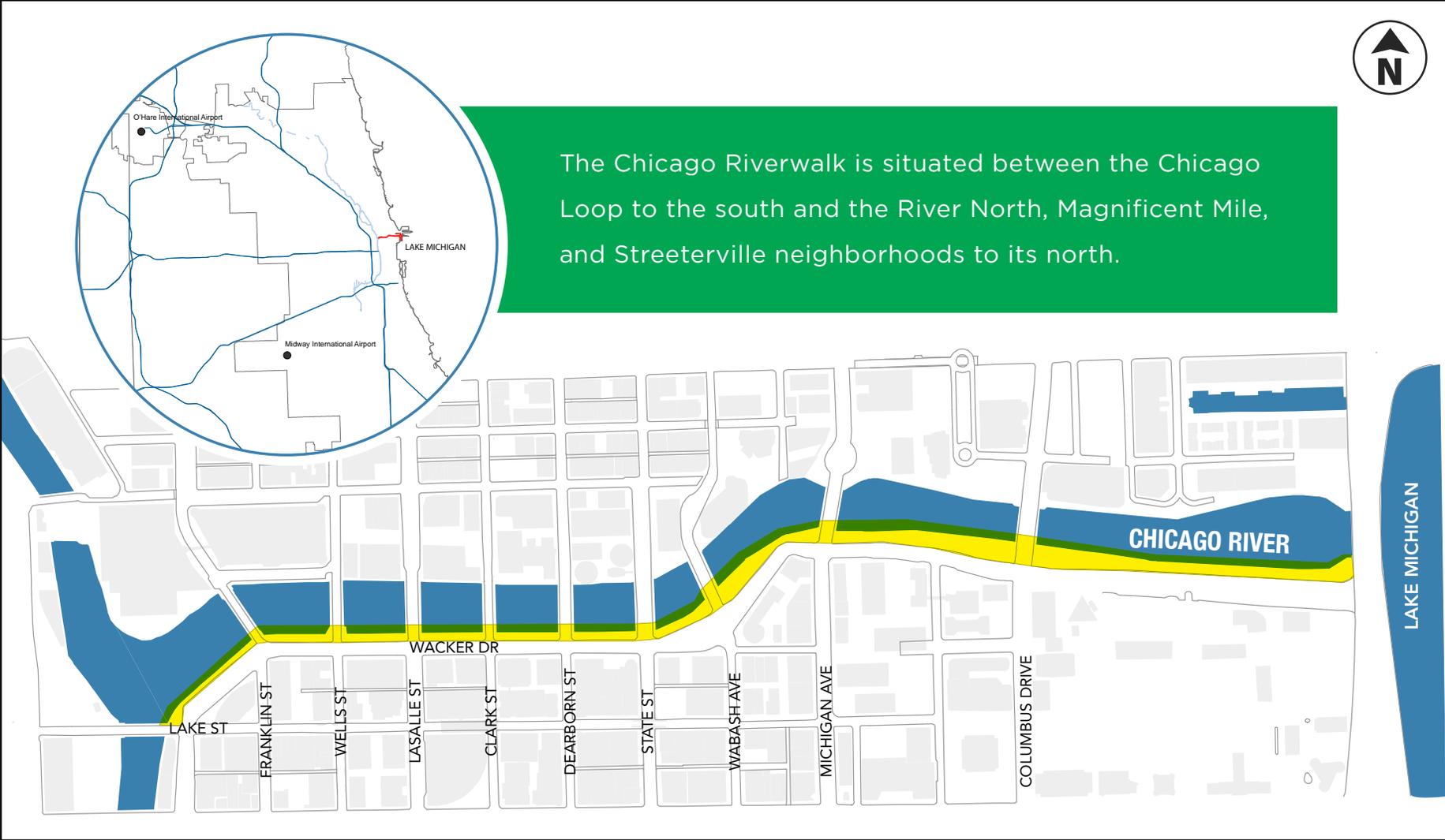
You have been selected by an Evaluation Committee to operate a concession on the Chicago Riverwalk. You are an ambassador of our City and expected to provide downtown visitors, workers and residents the highest quality products and service.

The intention of the Riverwalk Project was to bring residents and visitors down to the river level to enjoy a natural amenity in the heart of downtown. Generating revenues is important however, preservation of the natural resources of the river and maintaining an accessible, tranquil public park is expected.

-Acting Commissioner Sandra Blakemore

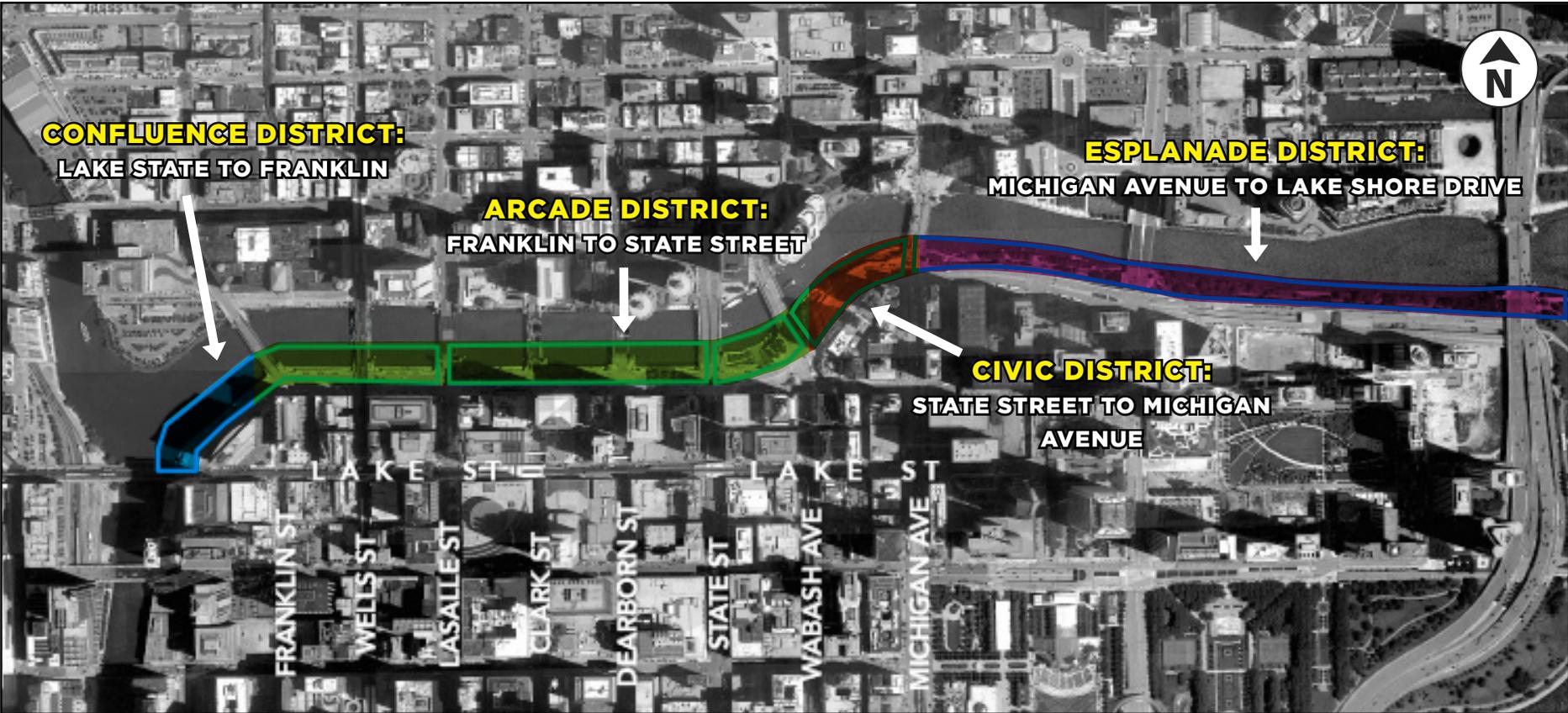
RIVERWALK MAP

RIVERWALK LOCATION AND MAP



RIVERWALK MAP

RIVERWALK LOCATION: DISTRICTS





CHICAGO RIVERWALK **GUIDING PRINCIPLES**

ACCESS

Cities have historically been built along rivers because they were indispensable resources for transportation and commerce. Chicago's earliest non-native settler, Jean Baptiste Pont du Sable established a trading post along the Chicago River which served as Chicago's harbor until the early 20th century. The river has always been a social and economic hub.

While the Chicago River remains an important part of local and regional economy, it is also Chicago's second coastline, connecting Chicago's most recognizable landmarks and destinations. Recreational activities and public art installations are increasing exponentially. The Chicago Riverwalk is a model for other riverside developments on both the north and south branches of the Chicago River. The Guiding Principles were developed from the community outreach conducted in the early stages of the project.

Access

The Riverwalk project provides unprecedented access to the river, giving Chicagoans and visitors a dynamic pathway to experience Chicago and connect to the city's many cultural, natural, and commercial assets.

■ Bring people to the water

- Maintain a continuous public walkway
- Improve vertical circulation
- Easy to locate and navigate

■ Establish connections

- Promote as vibrant, active link to the lakefront and other Chicago landmarks
- Establish the Riverwalk as a connecting thread that runs through the city

■ Access for everyone

- ADA compliant
- Improve perceived and actual safety
- A neighborhood amenity for all to enjoy



ACTIVATION

Making the River easier to access will have a profound effect on the number of annual visitors. Seasonal programming, unique gathering spaces to host events, and leasable space for restaurants and retail will bring activity and life to the River and will bring a strong sense of place to an already historic space.

■ Bring life to the River

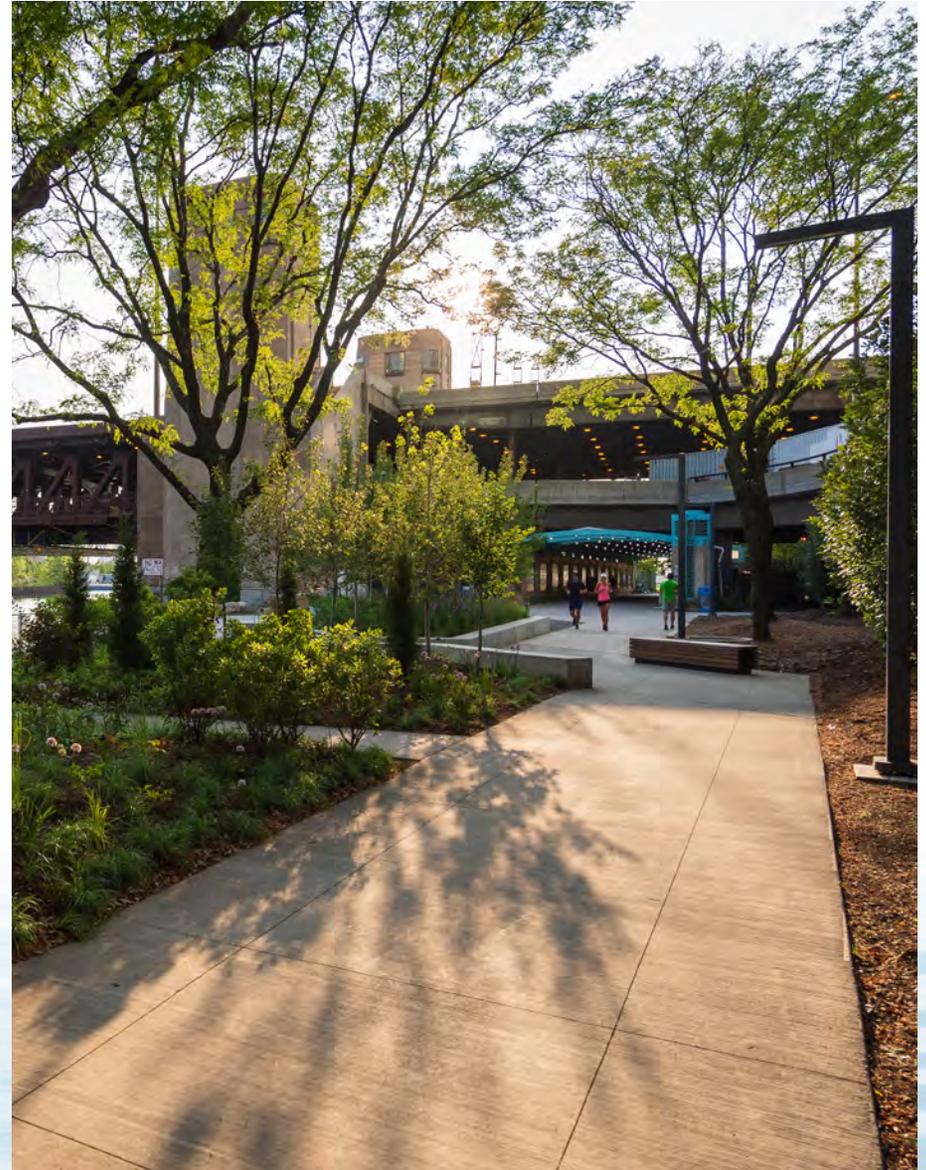
- Provide more seasonal public river uses
- Ensure year round program and activity
- Increase recreational and commercial boating

■ Create space for civic gathering & diverse events

- Promote the space for groups and entertainment functions
- Invest in placemaking, creating unique places on the River

■ Economic activation

- Developing new opportunities along the Chicago River
- Improve commercial functions and maximize leasable opportunities
- Support commercial boating activity



AUTHENTICITY

The Chicago River has shaped the city and remains an important part of the downtown urban landscape. It is important that the Riverwalk work in harmony with the existing context of the city. The River is authentic Chicago, it should not feel overly manicured or scripted, but always retain a strong feeling of nature, history, and community.

■ Weave the life of the River into the urban fabric of the city

- Work in dialogue with existing urban context
- Maintain a sense of unpredictability and encourage the unexpected

■ Embrace the history of the Chicago River

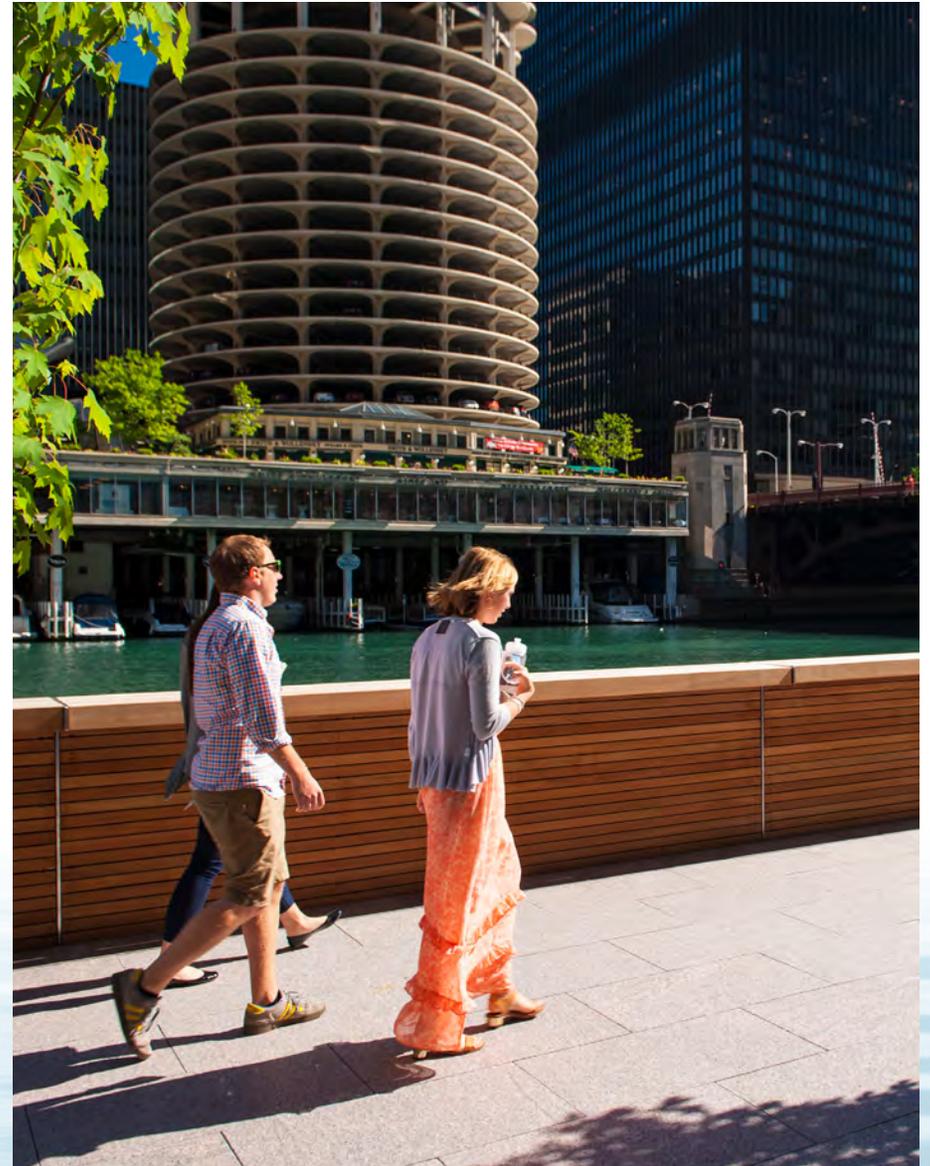
- Honor and showcase history
- Celebrate the River's uniqueness
- Historically & architecturally significant buildings, bridges, and bridge houses
 - Modern skyscrapers
 - Classical + industrial details + architecture

■ Enhance community life

- Outreach to residents of Downtown and River North communities
- Utilize green and open spaces for fitness, wellness, and educational programming
- Feature public art from local artists

■ Balance local pride with tourist intrigue

- Promote the Riverwalk as a neighborhood amenity for all Chicagoans to enjoy
- Promote the Riverwalk to visitors as a connection point that weaves together all the best of downtown Chicago





| STANDARD OF **SERVICE** |

STANDARD OF SERVICE

The Riverwalk is a unique destination that is along a natural resource in the heart of downtown. The Concession Program was created to enhance visitor experience of the 1.25-mile-long linear park. The Chicago River is a natural amenity, and the environment is home to many ecosystems which should be enjoyed and respectfully protected. The Standards of Service were developed for the Riverwalk to define expectations of Licensees in the Concession Program. Members and staff of the Concession Program are Ambassadors of the City of Chicago. Staff should be reflective of the diversity of city's neighborhoods and exercise Chicago friendliness to all visitors.

(1) Personnel. Licensees shall provide, at their own expense, enough employees to adequately serve the public; train and closely supervise all employees so that they consistently maintain and practice a high standard of cleanliness, courtesy and service. Further, during all times that the Concession is in operation, at least one employee of Licensee who is present at the facility shall have attended an approved food service sanitation program and received a food service sanitation completion certificate certifying such attendance, if applicable. Licensees shall provide the City upon its request a complete list of employees assigned to work at the facility. Such list shall include the employees' names, addresses, and job titles and shall state whether each employee is compensated by salary, commission, or both. Licensees shall not employ or otherwise engage any City employee(s) in the operation of the Concession.

(2) Uniforms. All Licensee personnel on the Riverwalk shall be required to maintain minimum uniform requirements. Each individual shall wear uniform shirts and head wear that meet the following criteria: (i) shirts shall be either a collared golf shirt or sweatshirt with the Licensee's logo (T-shirts with logo silk screened on front or back are also acceptable), (ii) head wear shall be either a ball cap, visor or hair net, Uniforms must be maintained in a clean and sanitary condition. No excessively worn or faded clothes will be allowed. AIS shall use its sole discretion to determine if Licensee's uniforms are acceptable. Food

handlers may not wear jewelry or watches other than a plain wedding band.

(3) Deliveries. All deliveries may be brought to the Licensee's Area only at times and in the manner designated by AIS, in compliance with all Laws, and always at the sole risk of the Licensees. AIS may inspect items brought into the Licensees' Area with respect to dangerous nature or compliance with this Agreement or applicable Laws. Licensees' use of roadways, paths, sidewalks, loading, parking, and service areas shall be subject to approval by AIS. No motorized vehicles are permit on the Chicago Riverwalk without Commissioner approval. Violators will be subject to fines

(4) Trash. All garbage, refuse, trash, and any other waste resulting from the operation of a Concession must be kept in the kind of container, placed in the areas, and prepared for collection in the manner and at the times and places specified by the City. Maintenance and trash removal must be completed daily or more frequently if required to maintain a neat, orderly environment. Trash can not be piled up within any visible areas of the location. Garbage shall be put into environmentally acceptable plastic bags and transported to the designated area, approved by AIS in a closed container to prevent spilling and dripping on the Riverwalk. Licensees shall police and maintain the public areas within one hundred (100) feet of the Licensees' Area for all such refuse generated by its Concession. Trash must be swept up around the garbage dumpsters. Any spills made during transport from the location to the trash area must also be cleaned up.

STANDARD OF SERVICE

(5) Cleanliness. Licensees shall maintain, in a clean, sanitary, orderly, and inviting condition appropriate to the Riverwalk facilities and satisfactory to the City and the area within one hundred (100) feet of their facilities. Trash, debris and deliveries should be removed or cleared away in a timely manner and not allowed to accumulate for long periods of time.



(6) Pest Control. Licensees shall use, at Licensees' sole cost, such pest and rodent extermination contractor as AIS may direct and at such intervals as either may require. Licensees shall provide AIS with evidence of their compliance with this provision within three (3) days after written notice from AIS. In the alternative, from time to time, AIS may arrange for pest control (in which case, Licensees shall pay their proportionate share of the cost thereof, or such other share as AIS may fairly and reasonably determine to AIS on or before the first day of each calendar month in advance).

(7) Graffiti Removal. Licensees shall maintain their facilities free of any graffiti at all times during tenant operating agreement, within 24 hours of identified graffiti, at Licensees' cost. Licensees' obligations hereunder shall include but not be limited to Licensees' walls, storefront, equipment, trade fixtures, security panels, ceilings, entrances and doors, signs, interior and exterior decorations, service counters or other areas which comprise the Licensees' facilities. AIS will be responsible for graffiti on Wacker Drive limestone, or columns within the Esplanade.

(8) Locks and Keys. Licensees are responsible for the locks of their location and provide one set to AIS for emergency use only. Keys to the back of the house area will be provided to Licensee for use throughout the season. Upon termination of this Concession Permit Agreement or Licensee's right to operate, Licensees shall return to AIS all keys, and in the event of the loss of such keys shall pay AIS for the cost to replace or to change the locking system or mechanisms. AIS will provide keys to vendors in the Community Marketplace which must be returned at the end of the season.

(9) Trade name and Trademarks. Licensees shall use no symbol, design, name, mark, picture, likeness, or insignia adopted by AIS without the prior written consent of AIS.

(10) Going-Out-Of-Business Sales and Auctions. Licensees shall not use, or permit any other party to use, the Licensees' Area for any distress, fire, bankruptcy, close-out, "lost our lease", or going-out-of-business sale or auction. Licensees shall not display any signs advertising the foregoing anywhere in or about the Licensees' Area. This prohibition shall also apply to Licensees' creditors.

(11) Common Areas. Licensees shall not use common areas, including areas adjacent to the Concession facilities, for any purpose other than ingress and egress, and any such use thereof shall be subject to the terms of their Concession License Agreement without Commissioner approval. Without limiting the generality of the foregoing, Licensees shall not use the common park areas to canvass, solicit business or information from, or distribute any article or material to, other Licensees, users, patrons, or visitors to Riverwalk property. Licensees shall not allow anything to remain in any passageway, sidewalk, court, path, roadway, corridor, patio, entrance, exit, or other area outside of the Licensees' Area without Commissioner approval.

STANDARD OF SERVICE

(12) Signage. At all times, Licensee shall display at the concession location the required Chicago Department of Health certificate or C.P.D. Health Authority license. Licensees shall place no sign or advertisement upon any property of the Riverwalk or upon any vehicle operated by Licensee or any structure, stand, trailer, or cart occupied by it under the terms of their Concession License Agreement except as shall first have been approved in writing by AIS. AIS will approve the final Licensees' signage size and sign panel proportion to the facility. **Signage other than the approved product price board required below will not be permitted in any other locations unless approved by AIS.**

(13) General Repairs and Maintenance. Licensees shall, at their own expense, at all times during the term of the Concession License Agreement, keep the facilities and appurtenances thereto, in good working order, repair, and condition (which condition shall also be clean, sanitary, safe, sightly and free of pests and rodents). Licensee's obligations hereunder shall include but not be limited to Licensees trade fixtures and equipment, roof above the facility, ceilings, interior and exterior walls, entrances, signs, interior decorations, floor-coverings, wall-coverings, entry and interior doors, exterior and interior glass, plumbing fixtures, light fixtures and bulbs, keys and locks, fire extinguishers and fire protection systems, and equipment and lines for water, sewer, including the sewer lines exclusively serving the facilities, including meters and switches therefore, HVAC, electrical, gas, sprinkler and mechanical facilities and other systems and equipment which serve the facility exclusively whether located within or outside the facility, and all alterations and improvements to the facility whether installed by Licensee or the City. Any repairs or other work to be performed by Licensee shall be reviewed and approved in writing by AIS prior to performing the work. Licensee shall at AIS's option perform or reimburse AIS for any repairs, maintenance and replacements to areas outside the facility caused as a result of moving goods, fixtures, or other personal property to or from the facility, or otherwise caused by Licensee or any other occupant of the facility, or any of their employees, agents, invitees or contractors. Licensees that operate their facilities, as restaurants pursuant to their Concession License Agreement shall provide to the City upon demand, proof that monthly

cleaning and maintenance of all kitchen exhaust ductwork has been performed and a suitable contractor has cleaned grease interceptors located within the Licensees' Area. A suitable contractor shall be one who is bondable and capable of performing Licensees' obligations hereunder. The City reserves the right to inspect facilities, after 24 hours verbal or written notice.

(14) Prohibited Activities. Licensees shall not: (i) use strobe or flash lights in or on City Property or in any signs therefore, (ii) use, sell, or distribute any leaflets, handbills, bumper stickers, other stickers or decals, balloons or other such articles at the facility (or other areas of City property), (iii) operate any loudspeaker, television set, phonograph, radio, CD player or other musical or sound producing instrument or device so as to be heard outside the facilities, (iv) make or permit objectionable noise, vibration or odor to emanate from the facilities or any equipment serving the same, (v) do or permit anything to be done upon the Licensees' Area in any way tending to disturb, bother or annoy any other Licensees or visitors of Riverwalk property or the occupants of neighboring property.

(15) Roof and Projections. Licensees shall not install any aerial, antennae, satellite dish or any other device on the roof, exterior walls, canopy, or other areas of the facilities without the written consent of the AIS and must obtain all applicable permits.

(16) Securing Licensee's Area. Before leaving the facilities daily, Licensees shall secure all doors or other means of entry to the facilities and shut off all lights (except signs required to be illuminated, if any), water faucets and other utilities in the facilities. Upon completion of each season, as approved by AIS, heat can remain on to the extent necessary to prevent the freezing or bursting of pipes.

STANDARD OF SERVICE

(17) Plumbing Equipment. The toilet rooms, urinals, washbowls, drains and sewers and other plumbing fixtures, equipment and lines shall not be misused or used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein, and Licensees shall properly install, maintain, clean, repair and replace adequate grease traps.

(18) Utility Equipment. All utility equipment of Licensees such as portable generators, propane tanks, battery systems, cables, lines, and other such equipment shall be placed only in those areas as specified and approved in writing by the City.

(19) Security. All security personnel of Licensees (or contractors who provide such service for Licensees) must be approved by the City and shall be required to adhere to the security policies and guidelines established by the City and the Chicago Police Department, which may be revised from time to time. At no time is a Licensee's personnel or security contractor(s) permitted to carry a firearm, regardless of state license or certification to do so. Firearms are prohibited on the Chicago Riverwalk.

(20) Parking. Parking is allowed and where applicable, included in the Concessions License Agreement. Designated parking locations will be assigned by AIS. Parking maybe restricted from time to time determined by AIS for public safety reasons. Motorized vehicles are strictly prohibited on the Chicago Riverwalk without Commissioner approval.

(21) Snow and Ice Control. Licensees shall be responsible for ensuring that the Licensee's Area and those areas of ingress and egress to the facilities are kept free of snow and ice during approved dates of operation designated in their Concession Permit Agreement. Snow and ice control methods and products must meet the criteria established in the Environmental Guidelines created for the Chicago Riverwalk which are subject to change from time to time. Methods are required to be reported in the annual Environmental Report.

(22) Power Washing. Licensees shall be responsible for ensuring that the Licensee's Location, areas of increases and egress and Additional Space areas as approved by the Commissioner are power washed as needed, and as directed by AIS. Power washing operations must meet the criteria established in the Environmental Guidelines created for the Chicago Riverwalk, which are subject to change from time to time. Power washing of spills and drips during transport of trash is required. Power washing procedures and directions are as follows:

- Wastewater must be disposed of in accordance with all local, state and federal regulations and the property manager is responsible for obtaining any necessary permits.
- Pre-sweep before washing to pick up and containerize and properly dispose any loose dirt and debris and use dry spot cleaning methods, such as absorbent materials to clean spills.
- Minimize water usage through the use of water regulating nozzles and/or high pressure delivery systems.
- Washing must be limited to hot water only. **Cleaning agents are prohibited**
- Sweep up any visible solids/residue after the power washing

(23) Glass Containers. Licensees shall not sell beverages or other items in glass containers unless they have met all the Department of Health requirements for the sanitary handling of glass containers.

(24) Goods and Services. Licensees shall assure that all goods and services sold to the public are of the best quality.

(25) Food Service Only Rules and Regulations. All Licensees that serve food shall also comply with the Chicago Department of Public Health Rules and Regulations for Food Service as created specifically for the Chicago Riverwalk.

STANDARD OF SERVICE

(26) Boat Docking. Boat docking is not permitted unless specifically licensed by the City of Chicago in conjunction with all applicable State and Federal permits. Tie ups for business located within the Riverwalk are not allowed unless approved by AIS.(28) Responsibility for Compliance. Licensees shall be responsible for ensuring compliance with these Regulations, as they may be amended, by Licensees' employees and as applicable, by Licensees' agents, invitees, contractors, subcontractors, and suppliers.

(27) Environmental Guidelines. Licensee's are encouraged to limit use of plastics as much as possible. Licensees are expected to follow the rules and regulations for operations as outlined in the Environmental Guidelines and established for the Chicago Riverwalk which included Green Cleaning Policy, power washing, snow removal and deicing, Sustainable Purchasing Policy. AIS requires annual reporting of to ensure compliance and will monitor. Inaccurate reports or violators of the criteria established in the Guidelines will be subject to fines and default.



ENVIRONMENTAL **GUIDELINES**

SUSTAINABLE PURCHASING POLICY

This Sustainable Purchasing Policy (Policy) applies to the sustainable purchasing associated with City of Chicago (City) facilities; and that are within the City's control, including the Chicago Riverwalk. Although this Policy is specifically developed for AIS's purchases, it is also applicable to contractor working on behalf of AIS and concessions with License Agreements on the Chicago Riverwalk, each is responsible for identifying purchase needs and requirements and ensuring that their contracts are in compliance with this Policy.

■ **This Policy applies to sustainable purchasing of the following types of products:**

- Ongoing Consumables
- Durable goods
- Building materials used in facility alterations and additions
- Lamps and light bulbs
- Food (when applicable)

■ **Facility personnel are encouraged to also consider the following areas of interest:**

- Packaging
- Recycled Content
- Post-Consumer Use and Recycling Opportunities
- Locally-Sourced Options

GOALS

■ **To purchase products in a manner that will:**

- be fiscally responsible
- protect the environment and public health
- conserve natural resources
- minimize waste, including landfilling and incineration, and reduce toxicity

QUALITY ASSURANCE CONTROL PROCESS

AIS evaluates the performance, safety, cost, and environmental/public health benefits achieved as a result of the sustainable purchasing program on an on-going basis.



ENVIRONMENTAL GUIDELINES

SUSTAINABLE PURCHASING POLICY

★ PERFORMANCE METRICS

The practices listed below shall be implemented to the extent noted in the table. When less than complete adoption occurs, the performance metrics indicated will be used to gauge performance against the implementation target.

Licensee is required to record and track purchases on an annual basis and provide a report to AIS using the provided Materials Purchasing Worksheet, documenting the manner by which each product purchase meets the following purchasing criteria.

Materials Purchasing Criteria	Performance Metric	Implementation Target
Ongoing consumables	Percentage of the cost of goods	60%
Electronics and appliances	Percentage of the cost of goods	40%
Furniture	Percentage of the cost of goods	40%
Facility alterations and additions	Percentage of the cost of goods	50%
Reduced mercury in lamps	Percentage of the cost of goods	90%
Food	Percentage of the cost of goods	25%

ENVIRONMENTAL GUIDELINES

SUSTAINABLE PURCHASING POLICY

★ SUSTAINABLE PURCHASING OF ONGOING CONSUMABLES

The term “ongoing consumables” refers to low-cost-per-unit materials that are regularly used and replaced through the course of daily business operations. These products may include, but are not limited to: printing and copying paper, notebooks, envelopes, business cards, sticky notes, paper clips, toner cartridges, and batteries. The City’s goal is that at least 60% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post industrial material
- Contains at least 50% rapidly renewable material (e.g., bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested and extracted and processed within 500 miles of the facility
- Consists of at least 50% Forest Stewardship Council (FSC)-certified paper products
- Rechargeable batteries

The City acknowledges the value of purchasing sustainable products and requires that vendors support that effort when appropriate and/or possible. The City’ requests that vendors notify them of recycled content and reduced packaging options or alternative products that would comply with the above specifications. Nothing contained in this Policy shall be construed as requiring the City to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

★ SUSTAINABLE PURCHASING OF DURABLE GOODS

The term “durable goods” refers to higher-cost-per-unit materials that are replaced infrequently and/or may require capital outlays to purchase. These products may include, but are not limited to: office equipment (such as computers, monitors, printers, copiers, fax machines), appliances (refrigerators, dishwashers, water coolers), external power adaptors, televisions, and furniture. The purchasing criteria for these products fall into the following two categories.

★ ELECTRONICS AND APPLIANCES

The City’s goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:

- Energy Star labeled products, when available
- Electronic Product Environmental Assessment Tools (EPEAT) rated products (at least bronze level)
- The equipment replaces conventional gas-powered equipment, i.e. maintenance equipment and vehicles



SUSTAINABLE PURCHASING POLICY

★ FURNITURE

The City will make it a priority to reuse furniture as much as possible. When new furniture must be purchased, the goal is that at least 40% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested, extracted and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood

The City acknowledges the value of purchasing sustainable products and requires that contractors support that effort when appropriate and/or possible. The City vendor/licensee requests that contractors notify them of Energy Star and sustainable furniture opportunities that would comply with the above specifications, as well as reduced packaging options.

★ SUSTAINABLE PURCHASING: FACILITY ALTERATIONS AND ADDITIONS

This Policy covers materials that are permanently or semi-permanently attached to a building itself in the course of facility renovations, demolitions, refits and new construction additions. These products may include, but are not limited to: building components and structures (wall studs, insulation, doors, windows), panels, attached finishes (drywall, trim, ceiling panels), carpet and other flooring materials, adhesives, paints and coatings. The City's goal is that at least 50% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material
- Contains at least 70% salvaged material from off-site or outside the organization
- Contains at least 70% salvaged material from on-site through an internal materials and equipment reuse program
- Contains at least 50% rapidly renewable material (bamboo, cotton, cork, wool)
- Contains at least 50% materials harvested/extracted and processed within 500 miles of the facility/site
- Consists of at least 50% Forest Stewardship Council (FSC) certified wood
- Specific requirements for paints, coatings, adhesives, and sealants are provided in the Appendix and summarized below:

ENVIRONMENTAL GUIDELINES

SUSTAINABLE PURCHASING POLICY

- Adhesives, paints and sealants (both indoor and outdoor) must comply with the VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, GS-36, and GS-11.
- Clear wood finishes, floor coatings, stains, sealers and shellacs must comply with the VOIC content limits of SCAQMD Rule #1113.
- Anti-corrosive and anti-rust paints applied to interior ferrous metal substrates must comply with the VOC content limit of 250 g/L established in GC-03.
- Finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area
- Carpet and carpet cushion meets the requirements of the Carpet and Rug Institute (CRI) Green Label Plus carpet testing program
- Composite panels and agrifiber products contain no added urea-formaldehyde resins

The City acknowledges the value of purchasing sustainable products and requires that vendors support that effort when appropriate and/or possible. The City requests that vendors notify them of potential opportunities that would comply with the above specifications, as well as reduced packaging options.

★ SUSTAINABLE PURCHASING: TOXIC MATERIAL SOURCE REDUCTION - REDUCED MERCURY IN LAMPS

The City seeks to reduce the amount of mercury brought into all sites through purchase of lamps and light bulbs for the buildings and associated grounds. The City's goal is that at least 90% of the number of lamps purchased will meet the following overall mercury-content target:

- No more than 90 picograms of mercury per lumen-hour

City representatives acknowledge the value of purchasing low-mercury lamps and require that vendors support that effort when appropriate and/or possible. The City requests that vendors notify them of specific lamps and other opportunities that would comply with the above specifications, as well as reduced packaging options.



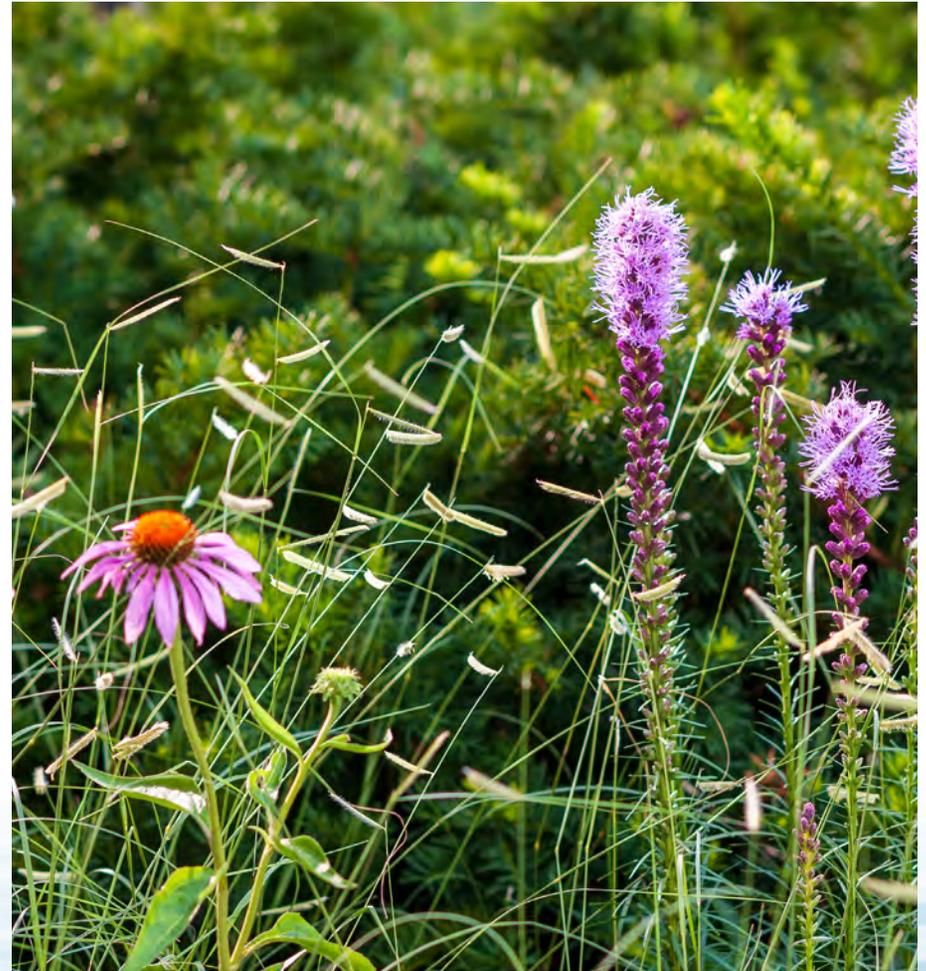
SUSTAINABLE PURCHASING POLICY

★ SUSTAINABLE PURCHASING: FOOD

This Policy is applied to all food purchases including but not limited to food provided in the employee kitchen, coffee/tea provided, food catered on-site and take-out food provided for events and/or meetings. The City's goal is that at least 25% of the total cost of all food and beverages purchased will comply with one or more of the following criteria:

- Labeled USDA Organic
- Labeled Food Alliance Certified
- Labeled Rainforest Alliance Certified
- Achieves Fair Trade Label
- Achieves Marine Stewardship Council's Blue Eco-Label
- Produced within a 100-mile radius of the site

The City acknowledges the value of purchasing sustainable food and beverages and requires vendor support in sustainable food purchasing when appropriate and/or possible. The City requests that vendors notify them of potential opportunities that would comply with the above specifications, as well as reduced/recyclable packaging options.



GREEN CLEANING POLICY

CLEANING PRODUCTS

PRACTICES TO OPTIMIZE USE OF SUSTAINABLE CLEANING PRODUCTS

Cleaning products and materials used at City facilities shall, when possible, meet the requirements below.

Product types subject to these requirements include, but are not limited to, bio-enzymatic cleaners, hard floor cleaners, carpet cleaners, general purpose cleaners, specialty cleaners, odor control, disinfectants, metal polish, floor finishes, strippers, disposable janitorial paper products and trash bags, and hand soaps. In general, the use of multi-attribute certifications, when available, is preferred over single attribute certifications.

★ GREEN CLEANING, PURCHASE OF SUSTAINABLE CLEANING PRODUCTS AND MATERIALS CRITERIA:

1. All general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes, carpet and upholstery care, hard-surface cleaners, cleaning and degreasing compounds, metal polish, floor finishes, strippers or any other products as applicable must meet one or more of the following standards for the appropriate category:

- Green Seal
- EcoLogo
- EPA Safer Choice

2. Disinfectants must meet the following standards:

- a. Disinfectants, including antimicrobial mold and mildew cleaners, and non-food contact surface sanitizers, shall be EPA FIFRA-registered.

b. The use of disinfectants and non-food contact sanitizers that only contain the following active ingredients shall be prioritized:

- Hydrogen peroxide or accelerated hydrogen peroxide
- Citric acid
- Lactic acid
- Caprylic acid
- Silver

Recommended products included in the Safer Products and Practices for Disinfecting and Sanitizing Surfaces guide prepared by SF Environment and Responsible Purchasing Network should be used when applicable.

3. Specialty cleaners, such as but not limited to, metal and furniture polish, graffiti and gum removers, and lime and scale removers shall meet the above standards or not contain volatile organic compounds (VOCs) in concentrations that exceed the levels required by the California Air Resources Board's (CARB) Regulation for Reducing Emissions from Consumer Products for the specific product category according to the most current version of the CARB regulations in effect at the time of purchase.

4. Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:

- U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
- Green Seal
- Eco Logo

GREEN CLEANING POLICY

5. Hand soaps must contain no antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements) and must meet one or more of the following standards for the appropriate category:

- Green Seal
- EcoLogo
- EPA Safer Choice

If a product is not available with the above certifications, the following stand may also be considered:

- Biopreferred
- Others as approved by AIS

6. In addition, floor coating products will preferentially be free of metals such as zinc. The intent of this requirement is to reduce the content and use of toxic materials in cleaning systems and those that may enter the Chicago River or Lake Michigan.

7. All cleaning agents used by the Contractor will be of a quality acceptable to AIS and appropriate for the surface being cleaned. No abrasive cleaner or pads will be used on marble, glass, plastic, painted, chrome, stainless steel, aluminum, wood, or porcelain surfaces.

★ EXCEPTIONS

If the sustainable version of a material or supply is not available in a reasonable period of time, fails to meet performance standards, excludes adequate competition, or is only available at unreasonable prices, then alternative materials or supplies may be considered and approved on a case-by-case basis. All nonconforming products must be approved by AIS prior to use.

★ RECORDKEEPING

The Licensee must submit documentation to AIS for approval indicating the required certification prior to using a product at the Location. Examples of acceptable documentation includes verification from the certification organization's website; specification sheets, cut sheets or actual labels from product containers demonstrating that the cleaning products in use are certified; or independent third party validation that the products meet the above criteria. All product documentation must also be maintained at the Location. The Licensee will also be required to submit annual reports of products used.



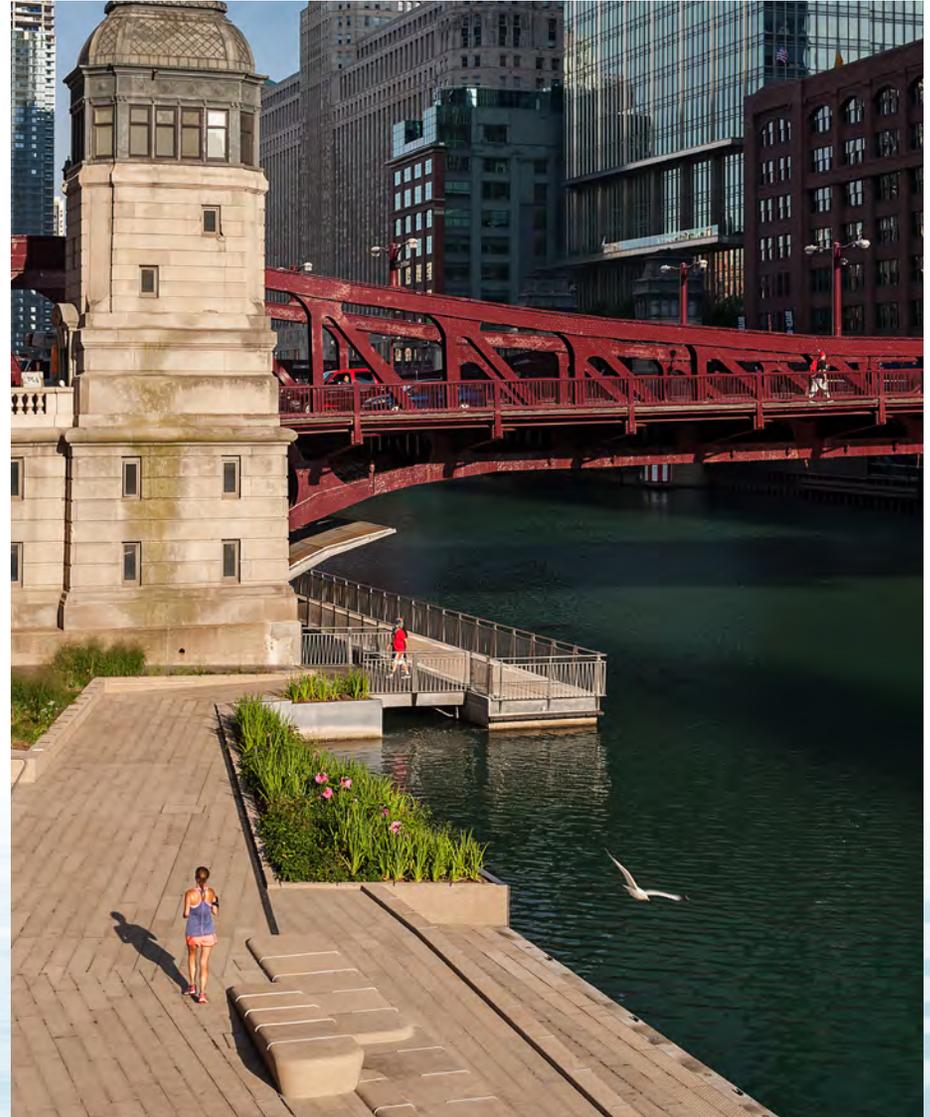
POWERWASHING

Licensee will be required to power wash their Location on a regular basis and as requested by AIS. The following rules must be observed while power washing:

- Wastewater must be disposed of in accordance with all local, state and federal regulations. Licensee is responsible for obtaining any necessary permits.
- Pre-sweep before washing to pick up, containerize and properly dispose any loose dirt and debris and use dry spot cleaning methods, such as absorbent materials to clean spills.
- Minimize water usage through the use of water regulating nozzles and/or high pressure delivery systems.
- Washing must be limited and cleaning agents are prohibited
- Sweep up any visible solids/residue after power washing.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

Licensee will develop and submit to AIS for approval a SWPPP (see <http://www.epa.illinois.gov/topics/forms/water-permits/storm-water/pollution-prevention-plan/index> for required components) covering all applicable activities that may impact stormwater and are included in this scope. This includes, but is not limited to, power washing and de-icing activities.



ENVIRONMENTAL GUIDELINES

SNOW REMOVAL & DEICING

Snow removal and de-icing will be performed by the City or its' contractor in the publically accessible areas when the snow fall is greater than 1.5 inches. Licensee may want to do additional snow removal and de-icing for their Location. Snow removal within concession vendor locations are vendor responsibility. The Snow Removal & Deicing Policy must be followed.

Application of chemicals for anti-icing and deicing purposes shall be used only as necessary and to protect vegetation and the Chicago River, the minimum amount of deicer that is effective shall be used. Requirements include:

- Application rates shall be tailored to match actual conditions based on pavement temperature, precipitation, and beginning concentrations of the deicer.
- Sidewalks and stairways must always be shoveled or plowed prior to the application of deicing agents to limit the amount of chemicals needed and reduce the potential for harmful runoff.
- For sidewalks, service walks, and walkways, generally manual methods, electric equipment, and/or equipment with noise and emission controls shall be used in lieu of fossil-fuel-powered machinery, whenever possible.
- When power equipment must be used, electric equipment (battery or corded), instead of conventional gas-powered equipment, shall be used wherever practical, with a goal of 20% of all applicable equipment used being electric.
- Whenever possible, anti-icing measures (preemptively applying deicer before or at the very beginning of a storm) must be performed, thereby significantly reducing the overall need for deicing chemicals. If granular products are used, pre-wetting should also be employed whenever possible.

- Environmentally preferred anti-icing, deicing, and pre-wetting products, such as calcium magnesium acetate or other approved agricultural-based products, shall be used in areas of sensitivity for routine applications. Areas of sensitivity include all the underbridge connections, the pedestrian path along the Marina (State to Dearborn), the River Theater (Clark to LaSalle), the Water Plaza (LaSalle to Wells), the Jetty (Wells to Franklin). These products shall be free of chloride and meet the following criteria:

- included on the Pacific Northwest Snow Fighters (PNSF) Qualified Products List (QPL) (available here: <http://pnsassociation.org/>)
- USEPA's Safer Choice Recognized Product (available here: <http://www2.epa.gov/saferchoice/products>)

SNOW REMOVAL & DEICING

- For all other areas of the path not along the waterway, Lake Shore Drive to State Street (except for the underbridges), the Vietnam Veterans Memorial, and the stairways are less sensitive, environmentally preferred deicing products shall be sodium chloride and calcium chloride free and be PNSF QPL or USEPA's Safer Choice recognized products.
- The Licensee shall submit a recent detailed product specification sheet and Safety Data Sheets for each product planned to be used, including the product's corrosion inhibitor (if applicable) with the Bid and document which list they are included on for AIS's approval. If the required deicing product is not reasonably available in a reasonable period of time, fails to meet performance standards, excludes adequate competition, is only available in bulk amounts exceeding the needs or at unreasonable prices, then the Contractor must request approval from AIS prior to using a suitable alternate.
- AIS may request a report detailing the type, amount and locations of all deicing products used, including how they meet the above requirements, a summary of methods employed to reduce overall chemical usage and a list of equipment used, including the power source.

In addition, the report should include a qualitative assessment of the effectiveness of each deicing product.

Sodium chloride and calcium chloride deicing products shall not be used unless the City grants written permission prior to application. Permission to use sodium chloride and/or calcium chloride would only be granted by AIS personnel in the event of an emergency. An emergency situation for the purposes of applying sodium chloride and/or calcium chloride, would be defined as a prolonged period of extreme weather events (i.e. combination of snow and ice causing extreme cycles of thawing and freezing), sustained temperatures below -25F°, and/or a situation where environmentally preferred deicing products have been ineffective and have created a surface where injury to building occupants on the surface in question is eminent. Sodium chloride and/or calcium chloride products must also be included on the PNSF QPL or a Safer Choice recognized product.

* STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

The Licensee will develop and submit to AIS for approval a SWPPP (see <http://www.epa.illinois.gov/topics/forms/water-permits/storm-water/pollution-prevention-plan/index> for required components) covering all applicable activities that may impact stormwater and are included in this scope. This includes, but is not limited to, power washing and deicing activities.



CONCESSION PROGRAM
RULES AND REGULATIONS

SITE IMPROVEMENTS

Introduction

Site improvements may become necessary or required during the term of the License Agreement and must be approved by AIS. This section of the Handbook is intended to provide Licensees, their designers and contractors with information required for the design and construction of their Licensed Area within the Chicago Riverwalk. If site improvements are being considered, begin discussions regarding the proposal with AIS immediately. Site improvements proposed by Licensees should be reflective of the intent of the Guiding Principles of the Riverwalk. Any construction, renovation or installation of structures or facilities for the Chicago Riverwalk shall be in conformance with these guidelines and require prior AIS approval and all applicable permits including, but not limited to Building permits, CDOT bridge permit and harbor permits.

Please use the information provided in this document when preparing your proposal for operations along the Riverwalk which includes site improvements, trailers and/or mobile carts.

Licensee is responsible for reviewing, understanding and incorporating as part of its design all applicable current federal state and local laws, codes, ordinances, and/or regulations applicable to their operations.

These laws include, but are not limited to:

- Municipal Code of the City of Chicago
- City of Chicago Building Code
- City of Chicago Department of Health Regulations
- Americans with Disabilities Act
- Illinois Accessibility Code
- United States Coast Guard and Army Corps of Engineers
- All federal, state and local environmental laws

Review of Licensee's documentation by AIS and/or its designated representative does not relieve Licensee of its responsibility to comply with all applicable laws and requirements.

Whenever possible, AIS will share existing drawings and available information with the Licensee. AIS will make its best efforts to provide the most current information available but does not warrant the accuracy or completeness of same; the Licensee shall be responsible for verification of existing conditions. In addition, other base building drawings and specifications may be available for review. Copies of available selected sections will be provided after finalizing the Licensee Agreement.

Licensee must coordinate with AIS any work necessary to determine whether utilities are available at the proposed location. If utilities are unavailable at the location, the Licensee will coordinate any work with AIS. Licensee is responsible for removal of all trash and debris from construction of Improvements at their own expense.

Submittal Requirements

If the Licensee proposes site improvements to its location, Licensee must submit the following information with its proposal:

1. Design Plan describing in detail the thematic concept for the Location
2. Implementation Plan with a detailed schedule for constructing the site improvements.

Submission Requirements for construction are:

- (1) Cover letter describing the nature and scope of the project.
- (2) Proposed schedule for all elements of work.
- (3) Plan showing the location of site within Riverwalk.
- (4) Drawings and Documents, including cut sheets of major elements or finishes.

CONCESSION PROGRAM RULES AND REGULATIONS

SITE IMPROVEMENTS

- (5) Preliminary Floor Plan showing interior and exterior design including materials and finishes.
- (6) Landscaping plan surrounding the Location.
- (7) Storefront elevation and section showing storefront concept.
- (8) Proposed graphics, signage, materials and finishes.
- (9) Cost estimate for Improvements.

The Licensee's Plan must also describe: any food service equipment (types and appearance); utility needs and supply methods; signage design and location; product price board design and location; all lighting requirements and methods, customer seating, tables and umbrella etc.

The submitted documents and materials must be prepared by design professionals licensed to practice in the State of Illinois, examples of whose previous design work shall be of a standard acceptable to AIS and its sole discretion. Architects who are registered with the Department of Buildings Self-Certification program are recommended.

Design Review

AIS will review each design submission on individual merit and in the context of the surroundings of the proposed location within the Riverwalk, but AIS reserves the right to request changes to plans, and/or to reject elements of the design.

Once finalized, AIS will make its best efforts to expedite the reviews of the Licensee's submissions and assist with acquiring permits required by the Department of Buildings and the Department of Transportation.



Permits

Following the design approvals indicated above, the Licensee shall obtain a Building Permit from the Department of Buildings. Note, that approval from AIS does not constitute approval from the City's Department of Buildings, Department of Transportation or Department of Health. Licensees are responsible for obtaining all required approvals, necessary permits, and paying all fees.

Construction shall not commence until the above noted approvals and permits are secured and satisfactory evidence of same has been provided to AIS. And in no event can construction begin before a license agreement is fully executed or without written approval by AIS.

If specified by Department of Buildings, the Licensee shall obtain a Certificate of Occupancy for the applicable Improvements. In the case of food or beverage tenancies the Licensee shall also obtain all approvals and certificates as required by the City of Chicago Department of Health.

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SITE IMPROVEMENTS

Pre-Construction Meeting

A pre-construction meeting must be scheduled with AIS and involve the Licensee, Licensee's contractor and job site superintendent. Schedule and scope of work will be reviewed along with logistical items (security, delivery, trash removal etc.) 24 hour Contact numbers of construction team will be provided to AIS along with:

- a. One copy of the applicable City of Chicago Building Permit
- b. One copy of the approved drawings, stamped by the City of Chicago, Department of Buildings
- c. One copy of the Insurance Certificate
- d. A construction schedule and plan that includes all activities required to complete the work. The submission shall include plans for any special provisions required to protect existing conditions and to coordinate the work with AIS, CDOT or any other agency. If AIS identify any problems with regards to the schedule or construction plan, they will inform the Licensee.

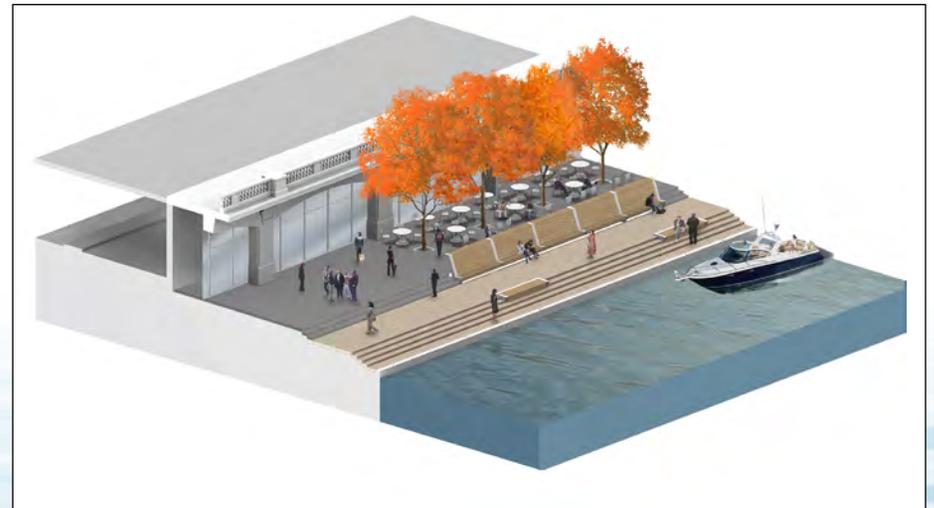
Construction

Licensee is responsible for the following during construction:

- a. Providing a weekly look ahead schedule. Depending on the scope of work included in the Site Improvements, AIS may require weekly construction meetings.
- b. Maintain the Riverwalk path is a safe, fully ADA compliant and accessible, providing necessary resources and equipment for pedestrian traffic control as needed
- c. Maintaining that any construction debris is not visible to path users
- d. Maintaining a clean and sanitary job site
- e. No advertising signage for the contractors is allowed on construction fencing

Post Construction Inspection and Documentation

- a. Complete and accurate as-built drawings signed by the contractor/builder of all work provided within the Location. "As-built" submissions shall include:
 - b. One flash drive or, or web-link to the as-built construction document electronic drawings files that were created using an acceptable version of CADD software, and a set in PDF format.
 - c. Copies of all reviews, sign-offs and other items pertaining to construction of the Improvements.
 - d. A statement certified by the Licensee detailing the costs for the Improvements.
 - e. If applicable, a copy of the approved Certificate of Occupancy.
 - f. A walk-thru of the Location to see Improvements



SITE IMPROVEMENTS

Trailers

If Licensee proposes site improvements which include a trailer to be located on site, Licensee must submit the same required document for the site improvements as listed above and the following information about the trailer:

- Drawings and Documents, including cut sheets of mobile unit being proposed.
- Drawings, documents and cut sheets of major elements or finishes of mobile unit.

Submission Requirements for construction are:

- (1) Cover letter describing the nature and scope of the project.
- (2) Proposed schedule for all elements of work.
- (3) Plan showing the location of site within Riverwalk.
- (4) Drawings and Documents, including cut sheets of major elements or finishes.
- (5) Preliminary Floor Plan showing interior and exterior design including materials and finishes.
- (6) Landscaping plan surrounding the Location.
- (7) Storefront elevation and section showing storefront concept.
- (8) Proposed graphics, signage, materials and finishes.
- (9) Cost estimate for Improvements.

In order to address the seasonality of the Chicago Riverwalk operations, trailers, tents and temporary facilities may be approved. A trailer is a semi-permanent mobile unit, which may be towed to its designated operation location. It is intended that trailers remain in place throughout the duration of the term of the License Agreement. The trailer is to be installed, anchored in place, maintained and removed in accord with the Agreement. The trailer is to incorporate elements to create a unified appearance. All trailers must be approved in writing by AIS.

Vehicles moving trailers or carts throughout the Riverwalk daily will not be permitted.

In order to comply with the City's Building Code, the Licensee is required to meet certain conditions for their location and for its trailer. It is the responsibility of the Licensee, the Licensee's designers and contractors to be aware of the City's Building Code requirements. The list below is not all inclusive and was prepared to assist Licensee in development of their Design Plan for Improvements to the site.

1. Type II Non-Combustible Construction (shipping containers)

- a. Occupancy will trigger building permit.
- b. There is a public restroom and portable hand sink requirement.
- c. Counters and other improvements must be ADA compliant.
- d. Must be compliant with municipal code 13-60-030
- e. Non-combustible construction, shall be that construction in which all structural elements, including walls, bearing partitions, floors, ceilings, roofs and their supports, are of noncombustible materials but which are generally not fire protected except as required in Section 13-60-100. Fire retardant treated wood may be used in roof framing and roof sheathing of one story buildings only.
- f. Subject to the provisions of Chapter 15-8, combustible material may be used in buildings of noncombustible construction for the following purposes:
 - i. Doors, door frames and bucks;
 - ii. Windows and window frames;
 - iii. Interior trim, including grounds and furring;
 - iv. Finished flooring and sleepers;
 - v. Frames, platforms and aprons of exterior show windows, at street level;

SITE IMPROVEMENTS

- vi. Handrails;
- vii. Interior wall and ceiling finishes;
- viii. Roof insulation;
- ix. Exterior wall finishes, when in compliance with Sections 15-8-080 through 15-8-086.

2. Cooking Trailers and similar facilities

- a. The proposed facility may be viewed similar to a food truck and acceptable provided they pass Department of Health and Fire Department inspections.
- b. Any electrical or plumbing connections for these trailers will be reviewed with DOB.

The Licensee is to provide a trailer which complies with these requirements: the License Agreement; the City of Chicago building codes; and Chicago Health Department requirements. Reference the requirements from the Department of Business Affairs and Consumer Protection-Mobile Food Vendor Licenses and the Department of Health Rules and Regulations Re: Riverwalk Food Establishments.

If the Licensee has an existing trailer or other equipment or type of vehicle it would like to retrofit to comply with this program, photographs along with a specific description of the modifications proposed for compliance are to be presented to AIS for review and approval. Other temporary facilities may be proposed for consideration and potentially approved by AIS upon review if they fulfill the Guiding Principles of the Riverwalk and Appearance Requirements stated and not require the use of motor vehicles daily. The Licensee will be responsible for any permits and inspections from the Department of Buildings and Health Departments. No motorized vehicles are permitted on the Chicago Riverwalk.

Licensee will be required to submit table, chair and umbrella selections for approval and will be responsible for maintenance, storage and replacement as identified as part of the Agreement. Seating for persons with disabilities should be dispersed throughout the footprint. Tables should have a minimum clearance of 30" under tables and 30" between legs.

Mobile Cart

This unit is designed to be rolled from its operating location to a Licensee provided storage location within the Riverwalk (if available). Carts that require vehicles to transport them required approvals daily are not acceptable.

Licensee must provide drawings depicting what the cart will look like including cut sheets of the mobile unit being proposed. The body of the cart is to be primary color and have protective corner angles and must be approved in writing by AIS. If a canopy or awning is part of the design, it shall be supported by four metal supports, one at each corner of the cart.

The Licensee is responsible for securing the cart when it is not in use. AIS in some instances may make available an area for cart storage, provided the carts can be moved safely through the pedestrian path. The availability of storage areas for Licensee use, if any, must be coordinated with and approved by AIS on a case-by-case basis depending on location and the facilities available in the area and will be included in the Licensee Agreement. Licensee should include a plan for storage overnight and when not in use. Licensee must provide a plan for daily cleaning of the cart.

Depending on the type of food handling performed by the Licensee, the cart or trailer shall provide integrated sanitary facilities such as a hand sink, hot water, clean water storage tank and soiled water storage tank and any other facilities as may be required by AIS and Department of Health and any

CONCESSION PROGRAM RULES AND REGULATIONS

SITE IMPROVEMENTS

other jurisdictions. The cart will be required to pass a Department of Health inspection prior to being placed in operation. Please reference the Rules and Regulations for Riverwalk Food Establishments.

For operation after dusk, in accordance with the Agreement, the Licensee's carts and facilities shall provide incandescent lighting in concealed locations to permit operation by the Licensee. Lighting shall not be directed into the eyes of customers and shall be low glare type directed at work surfaces. Fixtures that minimize light pollution are recommended.

Upon obtaining the AIS approval, the Licensee will submit drawings of new cart or trailer fabrication as well as existing facility modifications to AIS and to any other jurisdiction as required by law for approval prior to fabrication or construction. The Licensee is responsible for all permits and Agreements required for installation and operation in the Chicago Riverwalk.

The carts or trailers components shall be maintained by the Licensee at all times during operation. Carts and trailers shall remain free of stickers, decals, signage, striping, graffiti, logos, banners, writing, etc. except as required or specifically approved by AIS. Carts and trailers shall be refurbished or replaced at the Licensee's expense when they no longer maintain an acceptable appearance level at the sole discretion of AIS.

Maintenance

Site Improvement components shall be maintained by the Licensee at all times during operation. The Location and all Site Improvements within shall remain free of stickers, decals, signage, striping, graffiti, logos, banners, writing, etc. except as required or specifically approved by AIS. Site Improvements within the Location shall be refurbished or replaced at the Licensee's expense when they no longer maintain an acceptable appearance level at the sole discretion of AIS.

Licensee will be required to submit table, chair and umbrella selections for approval and will be responsible for maintenance, storage and replacement as identified as part of the Agreement. Seating for persons with disabilities should be dispersed throughout the footprint. Tables should have a minimum clearance of 30" under tables and 30" between legs.



CONCESSION PROGRAM **RULES AND REGULATIONS**

RIVERWALK FOOD ESTABLISHMENTS

The Chicago Department of Public Health has established rules regarding for serving food on the Chicago Riverwalk. The City of Chicago Food Code Rules became effective on February 1, 2019. The food code aims to safeguard public health and provide consumers with food that is safe, unadulterated, and honestly presented. This Code establishes definitions; set standards for management and personnel, food operations, and equipment and facilities; and for retail food establishment plan review, inspection, employee restriction, and license inspection. It also includes provisions for temporary food establishments and various special requirements.

You are responsible for knowing the sections pertaining to the Chicago Riverwalk including: Chapters, 9, 4 and 7 and especially, section 9.103.10, 9.103.20 and 9.103.30.1.

You can reference the Food Code Rules: <https://www.chicago.gov/content/dam/city/depts/dol/rulesandregs/CDPH-Food-Code-Rules-02-01-2019.pdf>

You are required to obtain your business license from the Department of Business Affairs and Consumer Protection.
<https://www.chicago.gov/city/en/sites/chicago-business-licensing/home.html>

CONCESSION PROGRAM RULES AND REGULATIONS

RIVERWALK LIQUOR LICENSE

4-60-074 RIVERWALK VENUE LIQUOR LICENSES - SPECIAL CONDITIONS.

(a) In addition to the other categories of licenses authorized under this chapter, the local liquor control commissioner may issue consumption on premises – incidental activity licenses authorizing the sale or service of alcoholic liquor at Chicago Riverwalk venues in accordance with this section. Such consumption on premises – incidental activity license shall be known as a Riverwalk Venue liquor license, and any person holding such a license shall be known as a Riverwalk Venue liquor licensee. Provided, however, that no Riverwalk Venue liquor license shall be issued under this section unless: (1) the applicant holds a valid retail food establishment license and a valid retail consumption on premises liquor license at another location within the city; or (2) if the applicant does not hold a valid retail food establishment license and a valid retail consumption on premises liquor license at another location within the city, the location identified in the liquor license application has adequate plumbing facilities within the meaning of Section 7-38-030 and otherwise complies with all requirements of this Code applicable to retail food establishments under Article I of Chapter 7-38 of this Code, including all rules promulgated thereunder by the Commissioner of Public Health.

(b) A separate Riverwalk Venue liquor license shall be required for each outdoor location from which sales of alcoholic liquor are made on the Chicago Riverwalk. In addition to the information required under Section 4-60-040, an application for a Riverwalk Venue liquor license shall: (1) designate the specific site at which the applicant intends to sell alcoholic liquor; (2) designate any area where liquor will be sold, if such area is not part of a restaurant or tavern; and (3) designate the location at which the licensee will clean glasses and utensils used in the service of alcoholic liquor. The fee for a Riverwalk Venue liquor license shall be as set forth in Section 4-5-010.

(c) Except as otherwise provided in subsection (k) of this section, Riverwalk

Venue liquor licenses may authorize the sale of beer, wine and spirits at the approved location. Persons holding a Riverwalk Venue liquor license are authorized to serve alcoholic liquor indoors and outdoors at the approved location. Any approved location outdoors where alcoholic liquor is sold or served shall be clearly demarcated in a manner that effectively isolates such location from thru-traffic by nonpatrons of the licensed venue.

(d) A Riverwalk Venue liquor licensee shall be subject to all provisions of this chapter with the following exceptions:

(1) Subsections (e) and (f) of Section 4-60-040; the 35-day review period in subsection (h) of Section 4-60-040; and Section 4-60- 050.

(2) A Riverwalk Venue liquor licensee shall not be required to maintain facilities for cleaning glasses and utensils at the point of sale as otherwise required under subsection (a) of Section 4-60-100, if the licensee serves food and alcoholic liquor in disposable containers only.

(e) A Riverwalk Venue liquor licensee shall: (1) maintain at the licensed venue adequate handicap- accessible portable toilet and hand-washing facilities distributed equally between genders and consisting of water closets or chemical closets equipped with a sink or hand-sanitizer-gel-dispensers; and (2) comply with all the health, sanitary and inspection requirements of Chapter 4-8 of this code. Provided, however, that item (1) of this subsection shall not apply if the licensed venue has toilet and hand-washing facilities meeting the applicable requirements of Sections 18-29-403.1 through 18-29-403.6 and Section 18-29-404.

CONCESSION PROGRAM RULES AND REGULATIONS

RIVERWALK LIQUOR LICENSE

(f) No Riverwalk Venue licensee shall serve or permit the service of alcoholic liquor outdoors between the hours of 11:00 P.M. and 11:00A.M.

(g) **(1)** Except as otherwise provided in paragraph (2) of this subsection (g), no Riverwalk Venue licensee shall sell or offer for sale any package goods.

(2) A Riverwalk Venue liquor licensee shall be permitted to sell or offer for sale packaged wine if the packaged wine is: (i) produced or manufactured by the licensee only, at a properly licensed location in Chicago other than the Chicago Riverwalk, by a business licensed to sell food and alcohol on the Chicago Riverwalk; and (ii) available only for purchase at the business location in Chicago where the packaged wine was produced or manufactured, or at any of the business's other Chicago locations, including its licensed location on the Chicago Riverwalk; and (iii) sold in a corked, unbroken and sealed 750 milliliter ("ml") glass bottle with an alcohol concentration between 5 percent and 20 percent; and (iv) affixed with a federally approved label; and (v) sold or offered for sale in compliance with all applicable Federal, State and local laws pertaining to such sales or offers; and (vi) purchased during the Riverwalk Venue liquor licensee's normal business hours, but, in no event, before 11:00 A.M. or after 9:00 P.M.; and (vii) before completion of any sale, placed for transport in an opaque carryout bag provided by the licensee; and (viii) not accompanied by the sale, giveaway or distribution of any drinking container or corkscrew or other opening device. It shall be unlawful for any Riverwalk Venue liquor licensee to sell or to offer for sale packaged wine in violation of any requirement set forth in items (i) through (viii), inclusive, of this paragraph (2). In addition, Riverwalk Venue liquor licensees who sell or offer for sale packaged wine at their licensed venue shall have an affirmative duty to: (A) train their service staff to inform customers that it is illegal to drink alcoholic liquor on the Chicago Riverwalk,

and (B) to post legible and clearly visible signage, in a conspicuous place on all venue exits and in each bay of operation, stating that: "All retail wine purchases are for off-site consumption only - No open containers beyond this point."

(h) No Riverwalk Venue liquor licensee shall sell or offer for sale any food other than prepackaged and non-perishable foods as defined in Section 4-8-010, unless: (1) such food is prepared at a venue holding a valid retail food establishment license under Chapter 4-8 and the venue at which such food is prepared meets the requirements of Article I of Chapter 7-28 of this Code, including all rules promulgated thereunder by the Commissioner of Public Health; or (2) the location identified in the liquor license application has adequate plumbing facilities within the meaning of Section 7-38-030 and otherwise complies with all requirements of this Code applicable to retail food establishments under Article I of Chapter 7-38 of this Code, including all rules promulgated thereunder by the Commissioner of Public Health. Foods prepared at a venue meeting the requirements of item (1) of this subsection may be refrigerated or heated, as applicable, and sold or offered for sale at a venue licensed under this section, if the applicable food handling and sanitation requirements set forth in Sections 7-38-005 through 7-38-025 are met. In addition, unless a Riverwalk Venue liquor licensee has a valid retail food establishment license for a Riverwalk Venue, no Riverwalk Venue licensee shall sell or offer for sale any food at a Chicago Riverwalk Venue without obtaining a multiple special events food license and, otherwise complying with Section 4-8-040 and all applicable rules.

(i) No Riverwalk Venue licensee shall broadcast music, announcements or other disruptive sounds or offer live music or entertainment between 8:30 P.M and 11:00 A.M., or violate any limitation on noise or vibrations set forth in Chapter 11-4 of this code. Provided, however, that emergency broadcasts may be made.

CONCESSION PROGRAM RULES AND REGULATIONS

RIVERWALK LIQUOR LICENSE

(j) No Riverwalk Venue liquor licensee shall allow seating at any bar located outdoors. Service bars only may be provided outdoors. Bars with seating may be provided indoors.

(k) No Riverwalk Venue liquor licensee shall sell or serve spirits by the bottle.

(l) No Riverwalk Venue liquor licensee shall broadcast music, announcements or other disruptive sounds or offer live music or entertainment between 8:30 P.M. and 11:00 A.M., or violate any limitation on noise or vibrations set forth in Chapter 11-4 of this Code. Provided, however, that emergency broadcasts may be made.

(m) For purposes of this section:

“Approved location” means the location identified in the site plan submitted and approved for use in the original license application, unless notice of any proposed change is given to the department, 30 days in advance of the proposed change, and the proposed change is approved by the local liquor control commissioner.

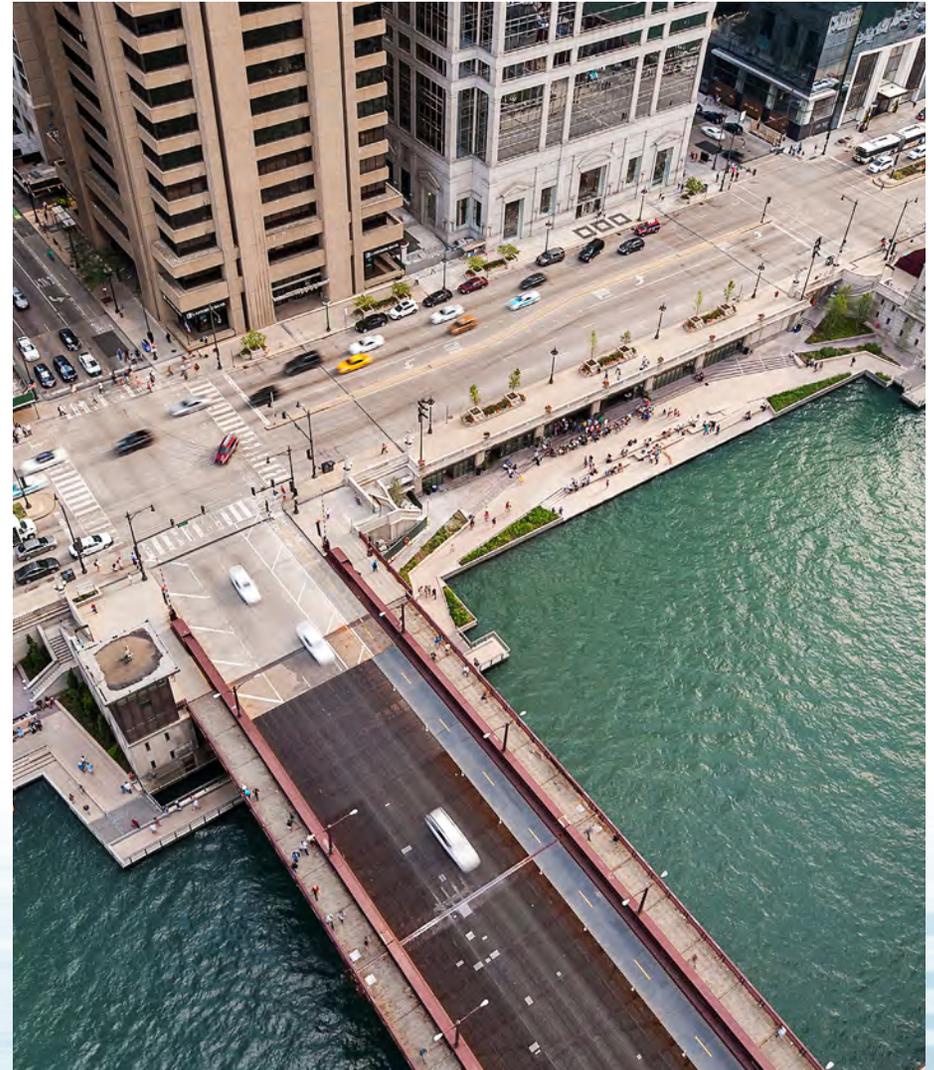
“Chicago Riverwalk” has the meaning ascribed to the term in section 2-32-1300(a).

“Heated” means warmed in or on an oven, microwave, indoor or outdoor barbeque grill or similar object.

“Retail food establishment license” means a license issued under Chapter 4-8 of this code.

“Spirits” has the meaning ascribed to the term in Section 3-44-020.

(Added Coun. J. 1-9-08, p. 18918, § 2; Amend Coun. J. 11-8-12, p. 38872, § 55; Amend Coun. J. 3-13-13, 47545, § 1002; Amend Coun. J. 4-15-15, 106578, § 3; Amend Coun. J. 9-24-15, p. 6982, § 1; Amend Coun. J. 10-28-15, p. 11951, Art. X, § 8; Amend Coun. J. 4-19-17, p. 48180, Art. III, § 7; Amend Coun. J. 2-24-21, p. 27657, Art. III, § 13



This code may be amended by City Council.

CONCESSION PROGRAM **RULES AND REGULATIONS**

CONCESSION PROGRAM VENDOR VIOLATION REPORT

In the unanticipated event that a Licensee is not complying with the terms and conditions of the License Agreement, Use Agreement, Standard of Service, Riverwalk policies, or common courtesy, AIS and the property management team will issue a Violation Report. Multiple violations will be cause for default.



CHICAGO RIVERWALK • PHOTOGRAPHY CREDITS

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SEPTEMBER • 2022

