



**8th ANNUAL CHICAGO SISTER CITIES INTERNATIONAL FESTIVAL
DALEY PLAZA
AUGUST 5 – 9, 2013**

Thank you for your interest in the 8th Annual Chicago Sister Cities International Festival, which is a celebration of Chicago's relationships with its 28 sister cities around the globe.

This year's festival will transform Daley Plaza into an international village featuring authentic ethnic cuisine, merchandise and entertainment. The festival, which is free and open to the public, attracts approximately 60,000 visitors ranging from tourists to business professionals to community representatives from Chicago's rich ethnic neighborhoods. With all of Chicago's sister cities highlighted, this festival truly represents the diversity and international spirit that exists in Chicago.

Please read the attached Food Vendor Information Packet for festival details and the application forms that need to be completed in order to participate. Should you have any questions, please contact **Anel Montes** via phone at **(312) 201-4534** or via email at **amontes@chicagosistercities.com**.

Also, please review the below list of Chicago's sister cities to confirm which sister city you will be representing.

Thank you and we look forward to your participation!

CHICAGO'S SISTER CITIES

- | | |
|---------------------------------|-------------------------------|
| Accra, Ghana (1989) | Lahore, Pakistan (2007) |
| Amman, Jordan (2004) | Lucerne, Switzerland (1998) |
| Athens, Greece (1997) | Mexico City, Mexico (1991) |
| Belgrade, Serbia (2005) | Milan, Italy (1973) |
| Birmingham, England (1993) | Moscow, Russia (1997) |
| Bogota, Colombia (2009) | Osaka, Japan (1973) |
| Busan, Republic of Korea (2007) | Paris, France (1996) |
| Casablanca, Morocco (1982) | Petach Tikva, Israel (1994) |
| Delhi, India (2001) | Prague, Czech Republic (1990) |
| Durban, South Africa (1997) | Shanghai, China (1985) |
| Galway, Ireland (1997) | Shenyang, China (1985) |
| Göteborg, Sweden (1987) | Toronto, Canada (1991) |
| Hamburg, Germany (1994) | Vilnius, Lithuania (1993) |
| Kyiv, Ukraine (1991) | Warsaw, Poland (1960) |



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FOOD VENDOR INFORMATION PACKET

Please read the below information carefully and submit the appropriate application forms and requirements by their appropriate submittal due dates (see “**Due Dates**” section on **page 7** of this packet).

The Festival will run from Monday, August 5 through Friday, August 9 from 10:30 a.m. – 5:30 p.m. daily.

Sunday, August 4

12:00 p.m. Vendors will have access to their tents for set-up

Monday, August 5 - Friday, August 9

6:00 a.m. – 7:00 a.m. Scheduled pick-ups/drop-offs
10:30 a.m. Festival opens
12:00 p.m. – 1:00 p.m. Entertainment on Main Stage
5:30 p.m. Festival closes (*Food Vendors have the option of closing earlier*)

TENTS

Vendors will have an individual 15 ft. x 15 ft. tent for a fee of \$1,900. Tents will have up to three 6 ft. tables (or two 6 ft. tables and one 8 ft. table) and one tall counter available; however, **CSCI needs to know how many 6 ft. and 8 ft. tables you will need so we can order the appropriate amount of tables for each vendor.** In addition, two chairs will be placed in each tent and garbage and recycle bins will be placed nearby for waste, paper and other materials.

Each vendor is encouraged to decorate their space to reflect the culture of their specific sister city. Any display materials you bring must be displayed within your tent space and must not block the view of the festival. No display materials (including signs or banners) can be displayed outside of the tent or below the tables in your tent, and any hanging materials must not damage the tent in any way.

Please note there will be electricity available overnight for refrigerators. If you will be bringing in a refrigerator, it may be kept running throughout the duration of the festival.

REGISTRATION FEES AND MONEY COLLECTION

The registration fee of \$1,900 for a 15 ft. x 15 ft. tent as described above, includes the tent, up to three 6' x 30" tables (or two 6' x 30" tables and one 8' x 30" table), one tall counter, two chairs, black table cloths and skirting, electricity, sink, waste removal vessels, daily custodial maintenance, overnight security, signage, advertising and promotion of the festival through Chicago Sister Cities International.

Trash containers will be readily available throughout the Plaza to aid in the collecting of trash and recyclables.

The registration fee is due by Friday, June 21 and checks can be made payable to:

Chicago Sister Cities International
Attn: Anel Montes
177 North State Street, Suite 500
Chicago, Illinois 60601

Vendors will be responsible for the collection of all monies from sales during the festival. CSCI does not take any portion of sales, so all monies collected belong to the individual vendors.



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MENU AND SIGNAGE

It is important that your menu reflects the sister city you are representing. Please keep your menu to four or five ethnic items, and please note that bottled water is traditionally priced at \$1 per bottle. Your final menu and pricing is due to CSCI by **Friday, June 21**. They may be emailed to Anel Montes at amontes@chicagosistercities.com or faxed to (312) 553-4355.

Should food vendors have similar food items, CSCI reserves the right to ask for a menu revision in order to broaden the food offerings of the festival. As previously mentioned, electricity will be available for overnight refrigeration, so perishable items may be left refrigerated overnight.

Chicago Sister Cities International will be providing all signage in order to provide continuity to the festival. Vendor signs will contain the name of your establishment along with your menu, pricing and sister city represented.

ELECTRICITY

Electricity is the only source of power permitted on Daley Plaza. Generators, propane, butane, flammable fuels, charcoal and open flames are prohibited on site.

No hard wiring will be permitted to the building electrical supply. Vendors must supply their own extension cords (14 gauge, grounded). All appliance plugs must conform to the outlets provided by Daley Plaza. The following configurations/plug types can be supported:

Three Phase = 208 volt, Max 40 amp load on 50 amp circuit. NEMA 15-50

Single Phase = 220 volt, Max 16 amp load on 20 amp circuit. NEMA 6-20

Single Phase = 110 volt, Max 16 amp load on 20 amp circuit. NEMA 6-15

Note: Facility can also support a single phase 220 volt, Max 40 amp load on a 50 amp service if the unit is equipped with a Three Phase 15-50 plug.

FOOD AND EQUIPMENT DELIVERY

All drop offs/deliveries to Daley Plaza are between **6:00 a.m. – 7:00 a.m.** and then **after 7:00 p.m. daily**. A City of Chicago Department of Transportation Loading Permit will be needed for any and all vehicles that will be parked on Washington Street to load-in or load-out any materials or equipment. This permit will be provided to you by CSCI.

The only exception to the above load-in/out times will be on Sunday, August 4 when vendors will be able to load-in between 12 p.m. and 5 p.m.

Please bring your own dolly/flatbed for loading and unloading materials.

SECURITY

Security is provided overnight during the length of the festival. Vendor tents will be able to be tied closed at the end of each day and two security guards will monitor the Plaza until the following morning. It is strongly recommended that you do not leave valuables unattended during the day, as Daley Plaza is a public space.



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REQUIRED FORMS AND APPLICATIONS

EACH VENDOR IS REQUIRED TO SUBMIT THE FOLLOWING:

CSCI FOOD VENDOR APPLICATION FORM & REGISTRATION FEE – Due June 21

This application is attached, and constitutes your general intent to participate in the festival. You will be notified within two weeks of submitting the form whether your application has been approved or not. **Your registration fee of \$1,900 is also due at this time.** Please make checks payable to:

Chicago Sister Cities International
177 North State Street, Suite 500
Chicago, Illinois 60601

Vendors that are not approved will have their registration fee checks returned via postal mail within a week from notification.

CITY OF CHICAGO SPECIAL EVENT FOOD LICENSE APPLICATION & FEE – Due June 21

This application is attached. Food vendors must complete **pages 11 and 12** of the 2012 Mayor's Office of Special Events Permit Package. **Please note that all vendors must possess a *Retail Food Establishment License*.**

The Special Event Food License Applications are reviewed by the Department of Public Health - Food & Dairy Division. They may make recommendations based on their past experiences. Approved applicants will be issued a Temporary Food Vendor License by the Department of Business Affairs & Licensing.

There is a \$125.00 fee for a Temporary Food Vendor License. In years past, we were able to have this fee waived; however, the City of Chicago is not allowing any festival license fee waivers this year. Therefore, each vendor should submit **with their application** a check for \$125 made payable to:

City of Chicago
121 North LaSalle Street, #806
Chicago, Illinois 60602

CSCI will submit your check to the City of Chicago with your complete application. Again, vendors that are not approved will have their checks returned via postal mail within a week from notification.

HEALTH INSPECTION REPORT – Due June 28

A copy of your **current passing** Health Inspection Report dated within 6 months prior to the start date of the festival (must be dated **after** February 5, 2013) is required. **If your inspection report will not be current (dated before February 5, 2013), a new inspection must be requested immediately! You will not be able to participate in the festival without a current passing Health Inspection Report.** Please contact Anel Montes at (312) 201-4534 or amontes@chicagosistercities.com as soon as possible for assistance with the scheduling of a new health inspection.



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CERTIFICATES OF INSURANCE – Due June 28

- (1) A certificate of insurance evidencing current **Commercial General Liability Coverage** with a **\$1,000,000 limit per each occurrence and \$2,000,000 General Aggregate** is required.

The following language **must** be listed in the Certificate Holder section on the certificate of insurance:

MB Real Estate Services
1203 Richard J. Daley Center
50 West Washington Street
Chicago, Illinois 60602

The following language **must** be listed in the Description of Operations/Locations/Vehicles/Special Items section on the certificate of insurance:

This policy is endorsed to include the City of Chicago, the Public Building Commission of Chicago, MB Real Estate and Chicago Sister Cities International as additional insureds with respect to the Chicago Sister Cities International Festival on Daley Plaza from August 5 – 9, 2013.

- (2) A certificate of insurance evidencing current **Workers Compensation** with the following limits is also required:

\$500,000.00 Bodily Injury by Accident for Each Accident

\$500,000.00 Bodily Injury by Disease for Policy Limit

\$500,000.00 Bodily Injury by Disease for Each Employee

The Workers Compensation insurance is necessary, regardless if your employees are family members, friends, etc.

SUMMER FESTIVAL FOOD VENDOR SANITATION CERTIFICATE – Due June 28

A copy of the Summer Festival Food Vendor Sanitation Certificate is required. One person receiving this training and certificate must be in attendance at all times during food service at the festival and must have their original certificate with them. We recommend that two or more people take the course for each vendor. Please plan to **take this class no later than June 27**, so that copies of the certificates may be included with your application. The certificate is good for one year from the date of issue.

The Summer Festival Food Vendor Sanitation classes are approximately 3-hours long and it is your responsibility to attend the classes offered through any City of Chicago certified provider, such as:

American Academy of Food Safety

www.afoodsafety.com

Classes are held at:

Anna's Asian Bistro

813 W. Lake St. Chicago, IL 60607

(773) 558-5888

\$40 fee (No Cash Payments Accepted)

Classes Available

APRIL, 10:00 a.m. – 1:00 p.m.

Mondays - 8, 15, 22, 29



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MAY, 10:00 a.m. – 1:00 p.m.
Mondays - 13, 27

JUNE, 10:00 a.m. – 1:00 p.m.
Mondays - 3, 10, 17, 24

Illinois Restaurant Association (IRA)

www.illinoisrestaurants.org

Classes are held at:

Illinois Restaurant Association

33 W. Monroe St. #250 Chicago, IL 60603

(312) 787-4000

\$25 IRA member/\$30 non-member (No Cash Payments Accepted)

Classes Available

APRIL, 9:00 a.m. – 12:00 p.m.

Thursdays – 4, 11

Fridays – 19, 26

MAY, 9:00 a.m. – 12:00 p.m.

Monday - 27

Wednesday - 22

Thursdays - 2, 9

Friday - 17

JUNE, 9:00 a.m. – 12:00 p.m.

Mondays – 3, 10, 17

Thursday - 27



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DUE DATES

Friday, June 21:

- CSCI Food Vendor Application
- CSCI Registration Fee (\$1,900)
- Menu and Pricing
- City of Chicago Special Event Food License Application
- City of Chicago Temporary Food Vendor License Fee (\$125)

Friday, June 28:

- Current Passing Health Inspection Report
- Certificates of Insurance
- Summer Festival Food Vendor Sanitation Certificate

SEND DOCUMENTS TO:

Anel Montes
Chicago Sister Cities International
177 North State Street, Suite 500
Chicago, Illinois 60601

QUESTIONS:

If you have any questions regarding food handling and sanitation or a pre-event consultation is needed, please contact: Food Protection Division of the Chicago Health Department at (312) 746-8030.

For questions about the festival and Chicago Sister Cities International, please contact: Anel Montes at (312) 201-4534 or amontes@chicagosistercities.com.



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FOOD VENDOR APPLICATION

Please complete this form (fill in all fields) and return it to Anel Montes at Chicago Sister Cities International (CSCI) by **Friday, June 21**. Upon acceptance, more information will be provided to you.

Festival hours are from 10:30 a.m. to 5:30 p.m. daily.

Representing Sister City:

Business Name:

Business License Number:

Vendor Contact Name:

Phone Number:

Cell Phone Number:

Email Address:

Address:

City:

State:

Country:

Zip:

Tent Size: 15 ft. x 15 ft.

Please attach or provide a description below of menu item names and pricing. Menu should be limited to four or five items and should not include alcohol. ** Please note that in order to guarantee a wide variety of food at the festival we reserve the right to ask certain items be substituted if they are too similar to other items already being provided.*

Please describe the method of cooking or heating the food on-site.

Will you need electricity, and if so, to operate what?

Will you have any additional needs?



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Please sign below indicating that we should reserve a tent for you at the festival. Your signature constitutes your genuine intent to participate during the festival dates and your agreement with any fees as stated in this document.

Signature of Approving Vendor Representative

Date

Vendors must abide by the rules and regulations of the Chicago Sister Cities International Festival and the City of Chicago, both of whom have the right to decline vendor participation in the festival. Tents will be assigned on a first-come, first-served basis, pending approval of applications, ensuring that all cities have the opportunity to be represented.

Due to City of Chicago restrictions, registration and cancellation requests must be made in writing and submitted no later than **Friday, June 21, 2013**. Fees are non-refundable for any cancellations made after this date. Registration will not be honored unless payment in full is made.

Please email, fax or mail your completed application to:

Anel Montes
Chicago Sister Cities International
177 North State Street, Suite 500
Chicago, Illinois 60601

Phone: (312) 201-4534
Cell: (312) 771-3945
Fax: (312) 553-4355
Email: amontes@chicagosistercities.com



CHICAGO DEPARTMENT OF Business and Consumer Protection

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

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

SPECIAL EVENT FOOD LICENSE APPLICATION

FEE: \$ 125.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.

Please type or print clearly. Application will be returned if not completed in it's entirety.

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Sponsoring Event/Coordinator

Phone Number

Name of Food Vendor

Contact

Department of Business Affairs & Consumer Protection Account Number

Phone Number

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

Address

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

Each event requires a Certified person at each booth at all times food is handled.

Print Name: _____ Title: _____

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

List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment (where food is to be actually prepared and equipment is sanitized and stored). Food or equipment may not be stored in the home (**Attached signed Affidavit**)

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

Describe the method of storage at the event site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to.

Indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

Describe hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

SPECIAL EVENTS MENU APPROVAL REQUEST

Must Be Filled Out (Provide detailed information for each question). Requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods such as raw foods, sushi or oysters. When no health hazard exists, some requirements may be waived.

List the proposed foods and ingredients to be served at the event. You may list up to 4 items on one sheet (use back of sheet if necessary)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List source where items will be purchased (Name, Address, Phone Number . . . retain all receipts for inspection)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List any equipment that may be used at the event in the preparation of food or beverages
(i.e. mixers, blenders, etc. include drawings & specifications)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

Describe the method of cooking at the event: Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F; Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

Food Item 1

Food Item 2

Food Item 3

Food Item 4

All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event. A copy of the following must be attached to each application: *Site Plan, Summer Festival Food Vendor sanitation certificates(s), signed affidavit, if you received permission to use a licensed kitchen.* A copy of your current health inspection must be attached to each application.