

SEPTEMBER 18 - 19 - 20 - 2026

RIOT FEST

DOUGLASS PARK, CHICAGO

BEYOND THE FEST

A CELEBRATION OF COMMUNITY: MORE THAN JUST A MUSIC FESTIVAL

COMMUNITY VENDOR WORKSHOP

LOCAL FOOD VENDORS

COMMUNITY VENDOR WORKSHOP

Community Vendor Workshop

Welcome back to our Community Vendor Workshop. This program is designed to support small businesses and non-profits from North Lawndale and Little Village by providing the tools, access, and opportunities needed to participate in Riot Fest 2026 and other major events across Chicago.

Join us to build your business, connect with the community, and take advantage of real opportunities during the upcoming festival season.

Workshop Objectives

- Understand participation requirements for Riot Fest 2026 and similar large-scale events
 - Learn key industry updates including equipment needs, food safety, staffing, and budgeting
 - Gain insights and best practices from Riot Fest organizers and experienced vendors
- Build connections with other local businesses and community partners

Vendor Opportunities

6 food vendor spots reserved for North Lawndale and Little Village restaurants

- Open to new and existing businesses
- **\$3,500 discount**



PAST COMMUNITY PARTNERS

LOCAL RESTAURANT PARTNERS

- Lindsay Italian Ice
- Lawndale Lemonade
- Douglass 18
- La Casa De Samuel
- Uncle Dave's Fish Joint
- Taylor's Tacos
- A Safe Haven Catering
- Los Comales
- Tips & Toes BBQ Chicken
- Ida's Ice Cream
- Bombon Cake Gallery
- Yum Yum Lemonade
- Brunch N Burgers
- Box Lunch Café
- Taqueria Mi Lindo Mexico
- 3 Kings Jerk
- Doll's Kitchen & Catering
- Corgwell Catering
- The Black Vegan
- Los Candiles
- Dave's Hotdog
- Atlas Sweets

NOT FOR PROFITS & ARTISAN PARTNERS

- Douglass Park Advisory Council
- Mount Sinai Hospital
- Light Up Lawndale
- Pilsen Chamber
- Little Village Chamber Of Commerce
- Helen & Joe Foundation
- Boxing Out Negativity
- Barnone
- Village Leadership Academy
- Lawndale Pop-up Spot
- Chicat
- Open Books
- Weekenz Boutique
- Instituto Progresando
- Firehouse Community Art Center
- North Lawndale Eagles Football Team
- Blakemore Designs



SPECIAL EVENT FOOD SAFETY TRAINING



FDA

5 LEADING RISK FACTORS TO FOOD-BORNE ILLNESS

Food held at improper temperature

Inadequately cooked or “Undercooked” food

Contaminated food equipment

Food from an unsafe source

Poor hygienic practices/hand washing



TIME / TEMPERATURE CONTROL FOR SAFETY FOODS

- Means a FOOD that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.
- Some examples:
 - Milk / Cheese / Dairy Products
 - Eggs
 - Shellfish
 - Fish
 - Meats
 - Meat Alternatives
 - Untreated Garlic & Oil Mixtures
 - Baked Potatoes
 - Raw Sprouts
 - Cooked Pasta / Cooked Rice
 - Cooked Vegetables / Cooked Plant Food
 - Cooked Beans
 - Certain types of sliced/cut produce
 - Tomatoes
 - Melons
 - Leafy Greens

Guidelines for Setting Up and Operating a Temporary Food Establishment



Appendix E Cooking/ Holding Temperatures

Product	Minimum Internal Temperature & Rest Time
Beef, Pork, Veal & Lamb Steaks, chops, roasts	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Ground Meats	160 °F (71.1 °C)
Ground Poultry	165 °F
Ham, fresh or smoked (uncooked)	145 °F (62.8 °C) and allow to rest for at least 3 minutes
Fully Cooked Ham (to reheat)	Reheat cooked hams packaged in USDA-inspected plants to 140 °F (60 °C) and all others to 165 °F (73.9 °C).
All Poultry (breasts, whole bird, legs, thighs, wings, ground poultry, giblets, and stuffing)	165 °F (73.9 °C)
Eggs	160 °F (71.1 °C)
Fish & Shellfish	145 °F (62.8 °C)
Leftovers	165 °F (73.9 °C)
Casseroles	165 °F (73.9 °C)

Reheating Foods: TCS food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the FOOD reach a temperature of at least 165°F for 15 seconds.

ONSITE - HOT HOLDING UNITS 9-101.20

- TCS foods that are held hot for service must be maintained at **145°F or above**.
- The harmful bacteria that typically contaminates foods and causes foodborne illness is not able to multiply, or multiplies very slowly, when they are held at temperatures above 145°F.
- Food is to be held hot in approved hot holding units. Steam tables, baine maries, and steam cabinets are designed for maintaining food at or above 145° F. A double boiler on a stove can also be effective for holding some hot food items.
- Hot holding equipment is only designed to maintain product temperature and should never be used to heat or reheat product.




ONSITE - COLD STORAGE

- Mechanical refrigeration is required for cold TCS foods, sufficient to maintain cold food at **41°F or below**.
- Coolers filled with ice/dry ice will not be approved for use for TCS foods.
- Time as a Public Health control is not permitted at special events.
- Provide refrigerated and or freezer trucks with a thermometer.
- Check the air temperature of all refrigerators (including refrigerated trucks)
- Check the temperature of the food every 2 hours.
- Record the temperature on a log (recommended).
- Correct all problems immediately and keep a record of the action taken.
- Store cold refrigerated foods in the coolest part of the truck without freezing the product.
- Ensure proper product temperature before putting food on the truck for storage and when removing the food from the truck. Use your clean and calibrated thermometer to take temperatures of the food.






APPROVED FOOD SOURCES

- Food and food ingredients must be obtained from an approved source, such as a licensed wholesaler
 - Food **cannot** be prepared or stored in a residential home
- 



BASE OF OPERATION

- A licensed, commercial commissary must be used in conjunction with the festival operations
 - Restaurant, Shared Kitchen, Commissary
 - The commissary or retail food establishment used for base of operations shall have a **passing inspection** within six months prior to the application date
 - All complex food preparation must be done at the commissary
 - Washing produce
 - Slicing of produce
 - Other complex food preparation activities
- 



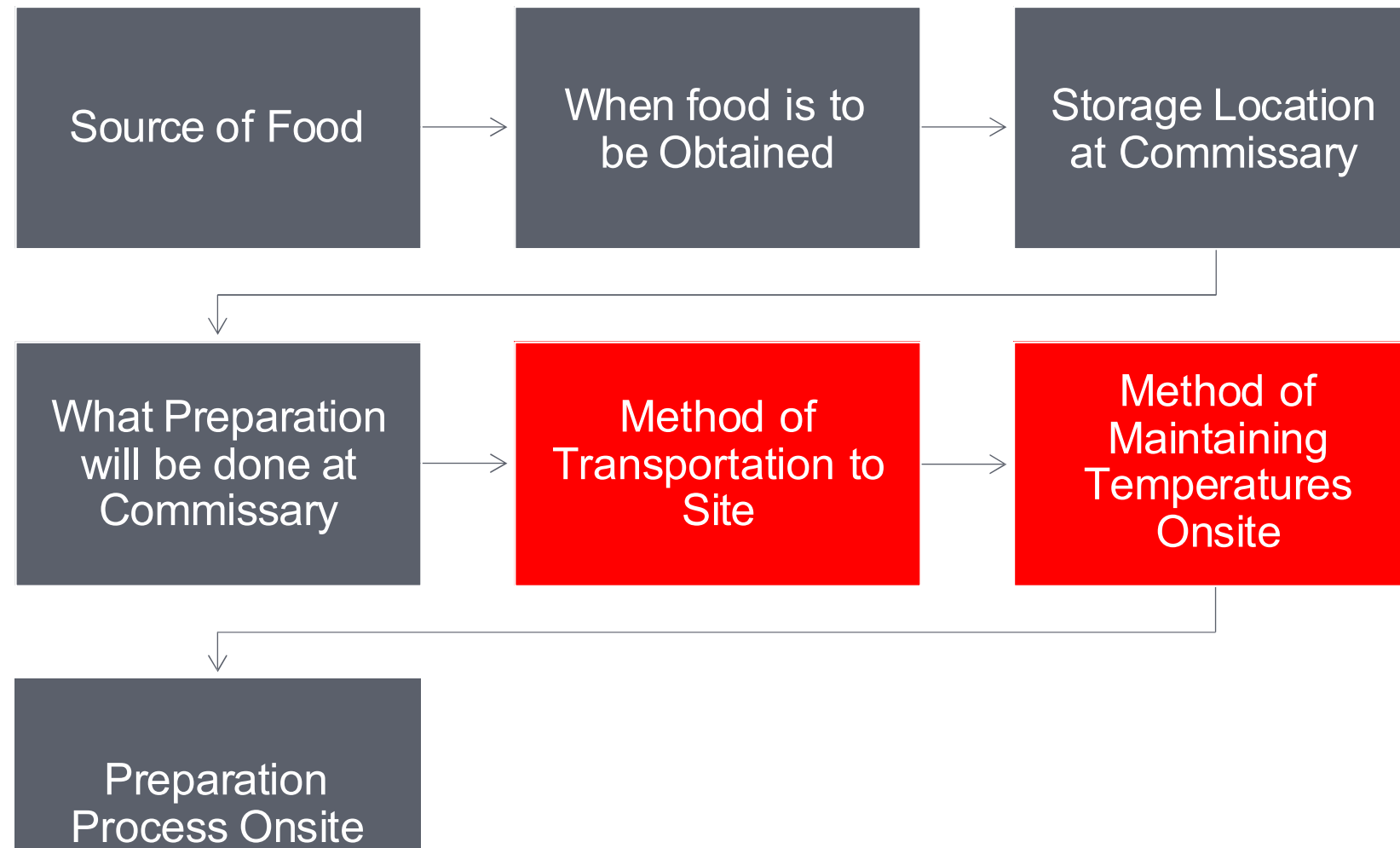
BASE OF OPERATION

- Areas to consider at the Base:
 - **Receiving** – Foods from approved sources
 - **Storage** – Foods stored at proper temperatures
 - **Cooking** – Cook foods to the proper temperatures
 - **Cooling** – Cool foods with ice baths or shallow pan
 - **Storage** – Store foods after cooling and before delivering to the site
- 

TRANSPORTATION OF FOOD

- From the Base of Operation to the Festival Site, food temperature and safety must be maintained
- Questions to consider -
 - How will the product be transported?
 - Is product protected from contamination?
 - How will products be maintained at the proper temperature?
 - How will the product be kept cold? (41°F or below)
 - Will the product be transported hot? (135°F or above)

PLANNING - MAKE A FLOW PLAN

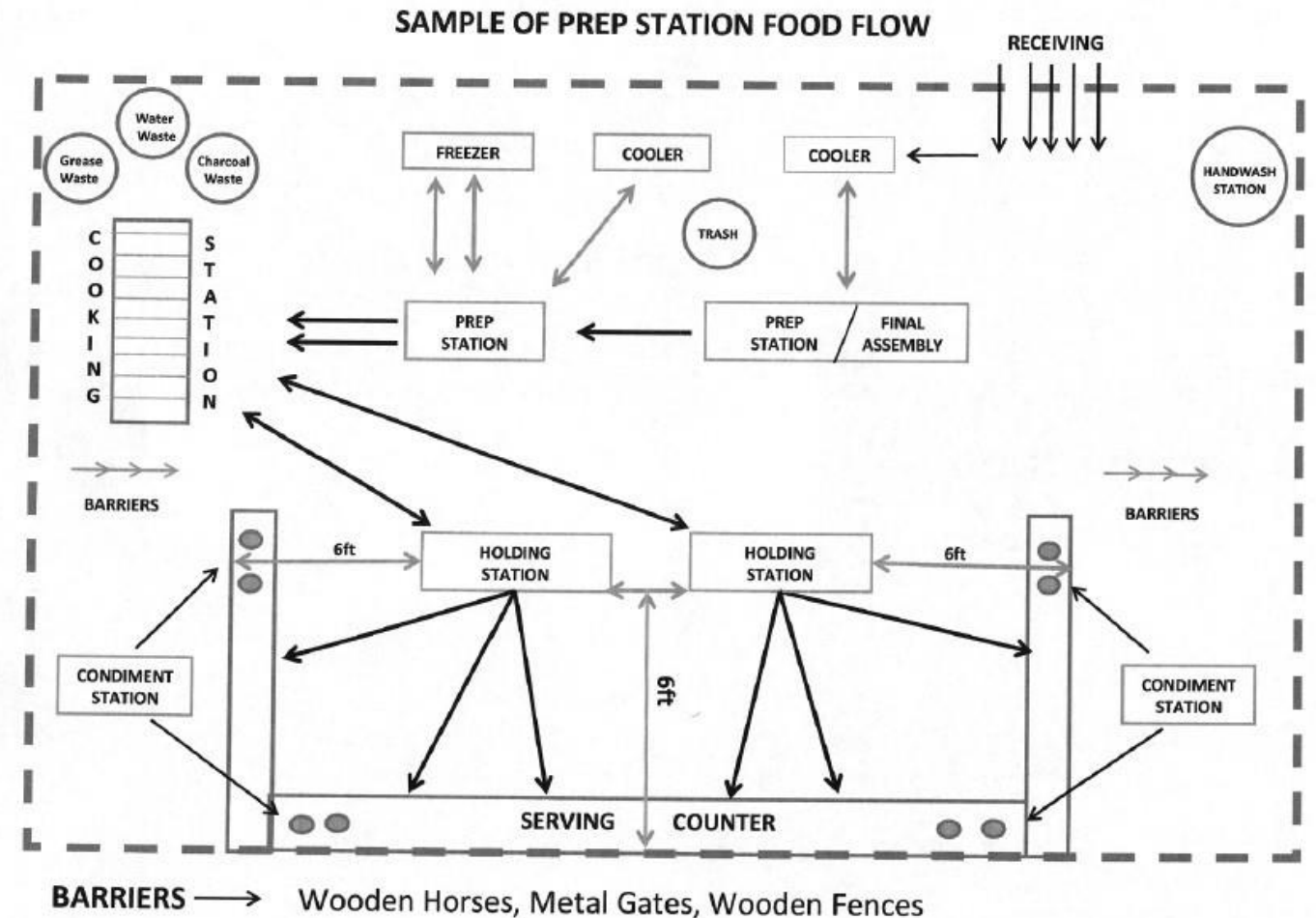


TRANSPORTATION

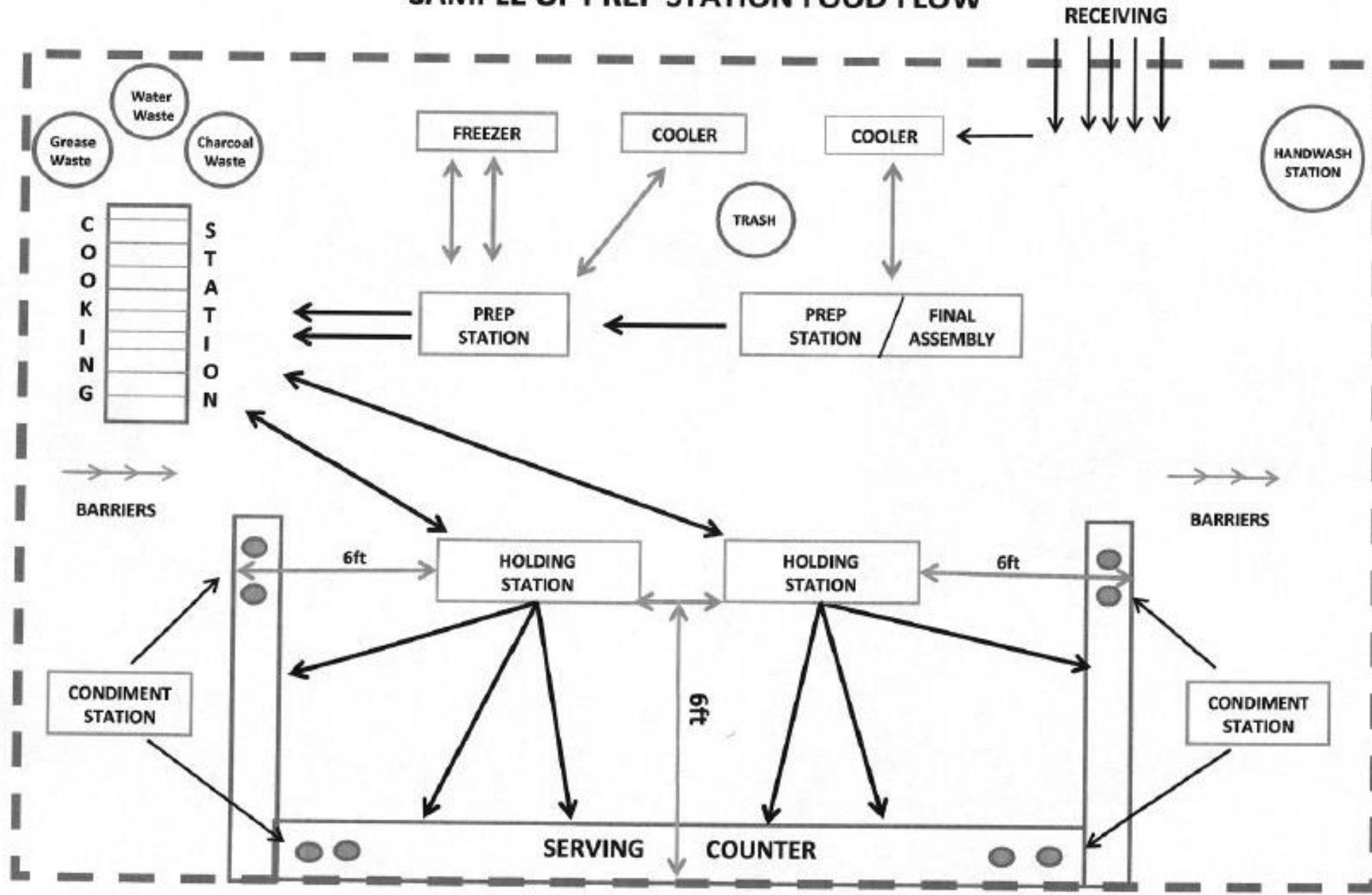


ONSITE - SITE SET UP

- CONSIDER THE FOLLOWING FACTORS:
 - **Good workflow** – minimum handling of food
 - **Avoid opportunities for cross contamination**
 - Provide a clear exit path
 - Do not block the fire hydrant
 - **Hand sink location and access**

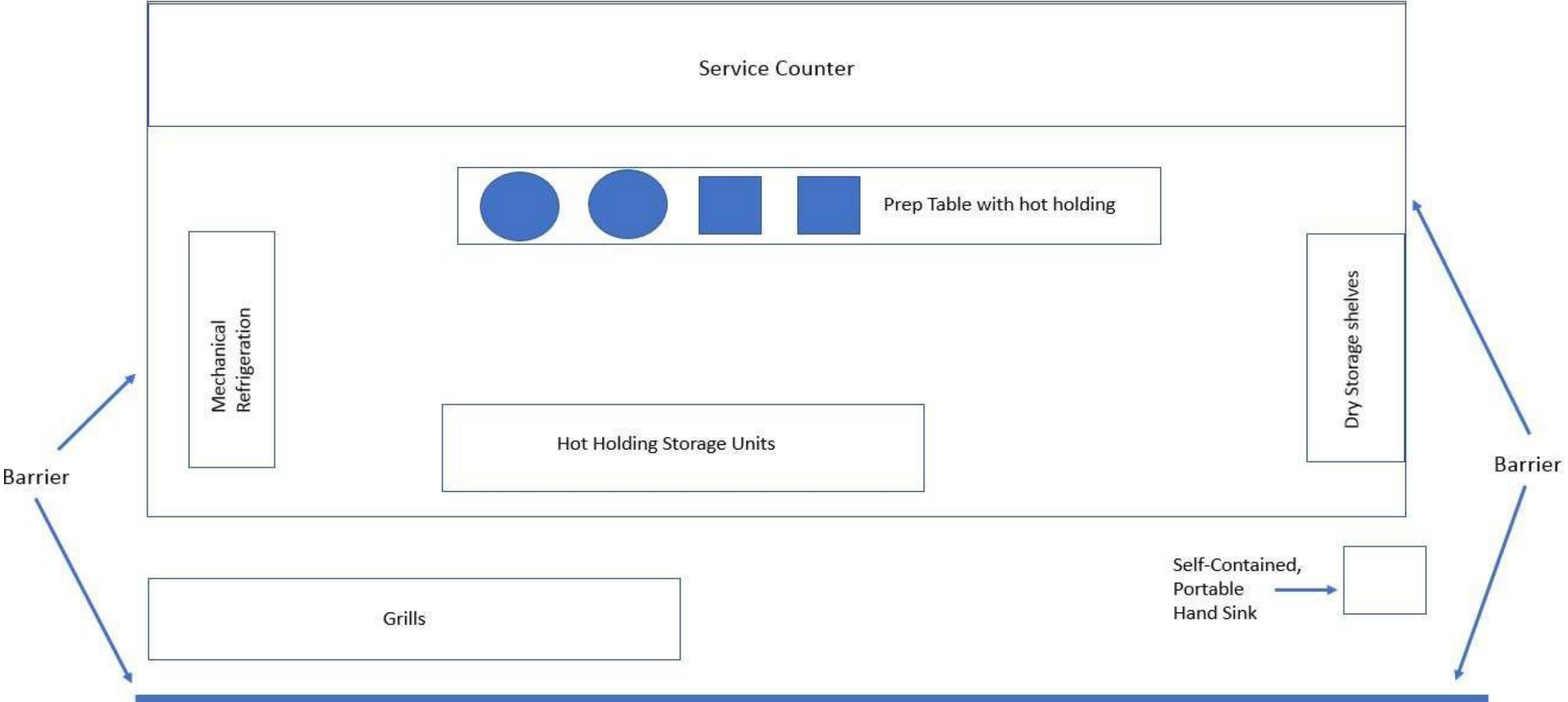


SAMPLE OF PREP STATION FOOD FLOW



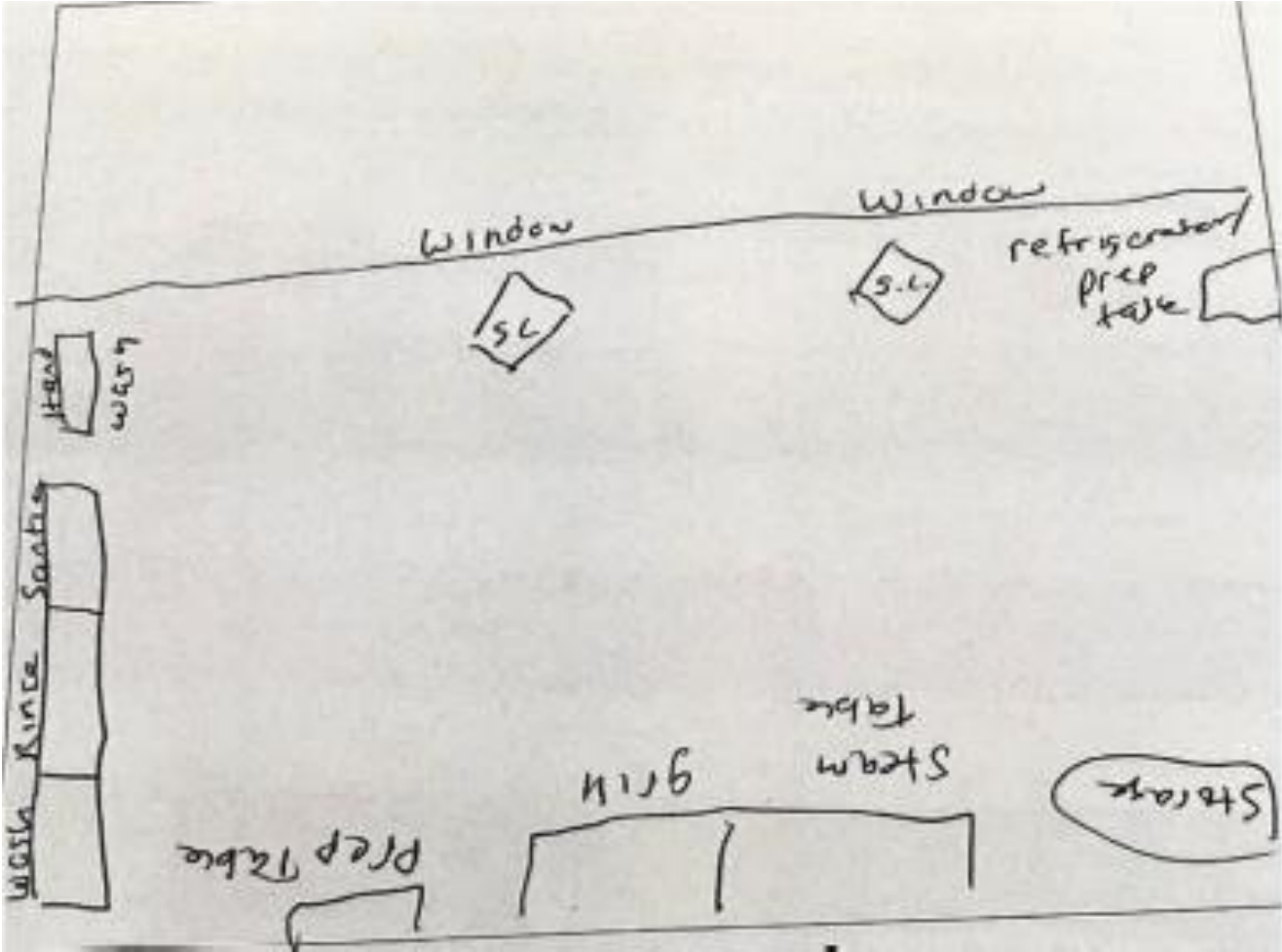
BARRIERS → Wooden Horses, Metal Gates, Wooden Fences

SAMPLE BOOTH LAYOUT



SAMPLE BOOTH LAYOUT – NOT APPROVED

Dishwashing is **not** allowed



ONSITE - SETUP


- Setup booth correctly before the event begins.
- Equipment to keep hot foods hot and cold foods cold.
- Place equipment for the proper flow of food and easy cleaning.
- Food items stored off the floor 6 inches.
- Corn covered with a waterproof tarp to prevent contamination from the elements.
- As needed - proper floor covering to keep the booth clean. (Use corrugated box board. Remove and replace when soiled.)
- Ensure the event is set up in a clean area free from rodents.
- Setup in a dry location. Free from puddles of water to prevent water from pooling and insects from breeding.







ONSITE - PERSONAL HYGIENE

- Clean clothing
 - **No Sleeveless shirts**
 - **No shirts with exposed mid-drifts**
 - Proper hair restraints
 - All employees must wash hands as required to prevent the spread of disease
 - Sick employees with diseases transmitted via food are excluded
- 




ONSITE – EMPLOYEE HEALTH POLICY (SICK EMPLOYEES)

- No person, while affected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, or infected wound, or acute respiratory infection, shall work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food contact surfaces with pathogenic organisms or transmitting disease to other persons.
- Frequent trips to the restroom may indicate a person who is ill with diarrhea.





HYGIENIC PRACTICES AND HANDWASHING

- Proper hand washing technique
 - When to wash
 - Where to wash
 - How to wash
 - No eating/drinking in food preparation areas
 - Do not come to work when sick with vomiting, diarrhea, sore throat with fever, etc.
- 

ONSITE - HAND WASH FACILITIES

- Portable **self-contained hand wash facilities** with water under pressure must be available
- Filled with potable water, soap, supply of paper towels and handwashing sign at every sink.



Please note:

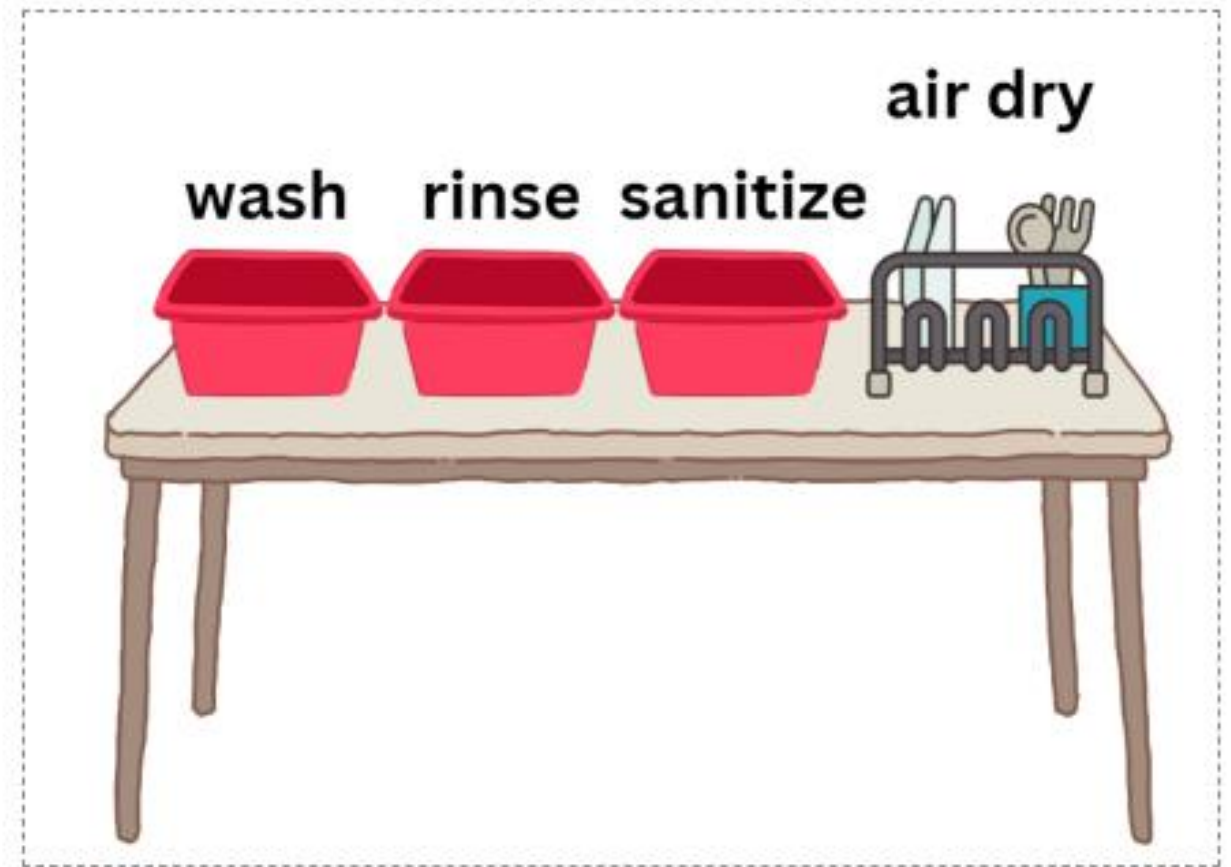
- Bucket set-up is NOT allowed



Soap

Running
Water

Paper
Towels



ONSITE - NOT AN APPROVED DRINKABLE WATER SOURCE



ONSITE - NO BARE HAND CONTACT WITH READY-TO-EAT FOODS

- Gloves, Tongs, Tissues, Or other approved barriers to protect ready-to-eat food from direct hand contact.
- Gloves should be put on clean hands
- Replace when ripped or torn
- Replace before beginning a new task
- Replace after handling raw foods and before handling ready-to-eat food
- Change every hour during continuous use

Wearing Gloves
for Food Safety



ONSITE




Prevent cross-contamination

Keep Food Contact surfaces clean



ONSITE - DON'T PREPARE TOO MUCH TOO SOON

- Cook what is needed.
 - Don't prepare too much food in advance of service. Keep foods out of the temperature danger zone.
 - **KEEP IT HOT, KEEP IT COLD, KEEP IT MOVING.**
- 

ONSITE - NEVER DISPLAY FOOD NEXT TO THE CUSTOMER



- Display 6 ft. from the Public
 - Prevent Public Contamination
 - Place a barrier between food and the customer
- Display foods away from the public and other sources of potential contamination.
 - Foods should be displayed 6 ft. away from the customer.
 - Protect refrigerated display cases from the sun to prevent food from warming into the temperature danger zone.

ONSITE - NO SELF-SERVICE

Risk of
Contamination



ONSITE - DRINKING WATER

- Provide safe drinking water such as bottled water or water from an approved source.
- Purchase crushed ice from an approved supplier. Hand shaven ice is not allowed.



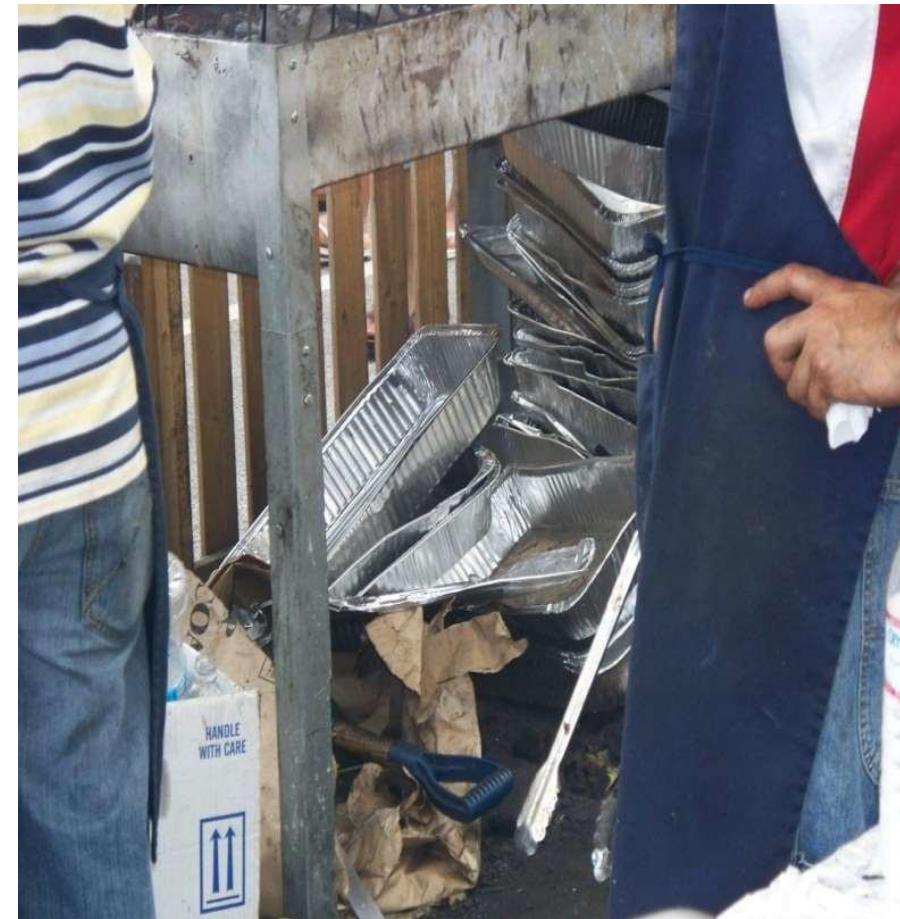
ONSITE - APPROVED BEVERAGE DISPENSERS

- Use approved beverage dispensers that provide protection of the beverage.
- Contact the Chicago Department of Health to see if your dispenser will be approved for use at an outdoor festival.



ONSITE – KEEP YOUR BOOTH CLEAN

Empty Trash and
Replace Soiled
Floor - Box Board



ONSITE

- Discard Leftover Foods at the End of the Day
- **Leftover cooked foods cannot be reserved.**
- Do not put cooked foods back into your coolers to be reserved.
- Leftover foods must be discarded.



PLANNING - MONITORING RECORD KEEPING

- It is important to keep records.
 - All documents become part of the recording keeping system
 - Time/Temperature log (recommended)
 - Logs of equipment checks - thermometers
 - Checklist
 - Corrective action records
 - Standard operating procedures

Daily Refrigerator / Freezer Temperature Log

Instructions: This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. It is not necessary to check temperatures of food products but touch several products to be sure they are cold and frozen items are solid to the touch. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36°F and 41°F. Freezers should be between -10°F and 0°F.

Month/Year: _____ Location/Unit Description: _____

Date	Time Temp. Taken <AM>	Temperature	Food Service Worker's Initials	Time Temp. Taken <PM>	Temperature	Food Service Worker's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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27						
28						
29						
30						
31						

Supervisory Employee's Initials and Date: _____

INSPECTION FINDINGS - COMMON VIOLATIONS & CLOSURES

- **Temperature abuse**
 - Not enough refrigeration
 - Inappropriate transportation
 - **No person with summer certificate**
 - **No hand sink or hand sink issues**
 - **Lack of effective barriers for food protection**
-
- **Some examples of why a booth is closed by CDPH (not allowed to operate):**
 - No PIC with an original/valid Summer certificate
 - Not enough mechanical refrigeration
 - No hand sink or hand sink issues (no water, etc.)
 - Lack of effective barriers for food protection



APPLICATION, FOOD LICENSE, & PERMITS

FESTIVAL APPLICATIONS

RIOT FEST APPLICATIONS

- Food vendor – Online Application riotfest.org/community

CITY OF CHICAGO APPLICATIONS

- 180 Special event food booth
- 180 Special event food truck
- Single - Special event food booth
- Single - Special event food truck
- BIS – Small business information sheet



TYPES OF APPLICATIONS

1. Single Event Food License Application
2. Single Event Food Truck License Application
3. 180 Day Special Event Food Booth License Application (BACP > CDPH)
4. 180 Day Special Event Food Truck License Application (BACP > CDPH)
5. Special Event Food Sampling Application



If the 3rd party location is in Chicago, it must be a licensed shared kitchen or have a supplemental shared kitchen license. Inspection must be within 6 months.

If the 3rd party location is outside Chicago, a labeled plan with equipment list will be required.

Additional documentation may be requested. Inspection must be within 90 days.

When listing the supplier information on the application.

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

VENDOR APPLICATIONS



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION

FEE: 75.00 PER VENDOR. (Upon approval you will be sent a link to pay for the license on-line). THIS APPLICATION MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT
Please type or print clearly. Application will be returned if not completed in its entirety.

EVENT INFORMATION

Name of Event _____
Address of Event *(Range if possible)* _____
Date(s) of Event _____ Hours of Event _____
Event Food Coordinator _____ Phone # _____ Email _____

VENDOR INFORMATION

Legal Name of Food Vendor _____ Contact _____
Phone # (_____) _____ Email _____
Address of Food Vendor _____ City _____ State _____ Zip Code _____

Illinois Department of Revenue (IDOR) # *(8 digits)* _____
Dept. of Business Affairs & Consumer Protection ACCOUNT # *(up to 6 digits)* _____

If you do not know your account # please call (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account #.

Summer Food Festival Sanitation Certificate # _____ *(Please attached a copy of the certificate to this application)*

For a list of Summer Sanitation Class locations and dates click on: www.chicago.gov/content/dam/city/depts/dca/Neighborhood%20Festivals/summersanprovd.pdf

Print Name _____ Title _____

Signature *(Must be signed by an owner or officer)* _____ Date: ____/____/____

List the name and address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a notarized commissary letter from the 3rd party location owner/operator. Note: NEITHER FOOD OR EQUIPMENT MAY BE STORED IN THE HOME.

Describe how time/temp requirements *(cold foods at 41 degrees F or below, hot foods at 135 degrees F or above)* are maintained during the transport of food to the event. *(i.e. refrigerated cold storage containers, refrigerated truck).*

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

LICENSE CERTIFICATE



CITY OF CHICAGO
LICENSE CERTIFICATE
NON-TRANSFERABLE

BY THE AUTHORITY OF THE CITY OF CHICAGO, THE FOLLOWING SPECIFIED LICENSE IS HEREBY GRANTED TO

NAME: [REDACTED] PRINTED ON: 02/21/2023

DBA: [REDACTED]
AT: [REDACTED]
CHICAGO, IL 60643
3/12/2023 - 3/12/2023 [REDACTED]

LICENSE NO: [REDACTED] CODE: 1329 FEE: \$*****75.00

LICENSE: **Special Event Food**
Includes: **5 Day Single Event - Special Event Food:**
[REDACTED]

THIS LICENSE IS ISSUED AND ACCEPTED SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION THEREOF, AND MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW, LICENSEE SHALL OBSERVE AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS OF THE UNITED STATES GOVERNMENT, STATE OF ILLINOIS, COUNTY OF COOK, CITY OF CHICAGO AND ALL AGENCIES THEREOF.

WITNESS THE HAND OF THE MAYOR OF SAID CITY AND THE CORPORATE SEAL THEREOF
THIS 21 DAY OF FEBRUARY, 2023

EXPIRATION DATE: March 12, 2023

ATTEST: *Anna M. Valencia*
CITY CLERK

Laci E. Lopez
ACCOUNT NO. [REDACTED] SITE: MAYOR
TRANS NO. [REDACTED]

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE LICENSED PREMISES.

- Both 180-day vendors and single event vendors receive City of Chicago License Certificate
- Copy sent via email
- Original mailed out to address provided by vendor
- **Should have a copy of the license on-site at the event (posted)**
- Inspectors may ask for the license



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
00/00/0000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AGENTS NAME AGENTS ADDRESS	CONTACT NAME: AGENTS NAME PHONE (A/C, No, Ext): AGENTS NUMBER FAX (A/C, No): E-MAIL ADDRESS:
INSURED YOUR NAME & ADDRESS HERE	INSURER(S) AFFORDING COVERAGE INSURER A: INSURANCE COMPANY NAME HERE NAIC # INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		POLICY NUMBER HERE	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		POLICY NUMBER HERE	00/00/0000	00/00/0000	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEF RETENTION \$		POLICY NUMBER HERE	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	POLICY NUMBER HERE	00/00/0000	00/00/0000	WC STATU-TORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Riot Fest Chicago I Sept. 15, 2023 - Sept. 17, 2023 | Chicago, IL

Riot Fest Corporation, City of Chicago Department of Cultural Affairs and Special Events, Chicago Park District, all members, directors, agents, employees, successors, assigns, and any other mandated additional insured ordered by each city and/or municipality are named as additional insured but only in respect to liability arising out of operations of the named insured. The insurance shall be primary and non-contributory.

CERTIFICATE HOLDER Riot Fest Corporation PO Box 220350 Chicago, IL 60622	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE AGENTS SIGNATURE HERE
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General Liability	
General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Products Completed Operations	\$1,000,000
Damage to Rented Premises	\$ 300,000
Hired/Non Owned Automobile	\$1,000,000
Umbrella Liability Insurance (Aggregate & Ea. Occurrence)	\$5,000,000

Statutory Workers' Compensation including Employer's Liability Insurance

Each Accident-\$1,000,000/Disease-EA Employee-\$1,000,000/Disease-Policy Limit-\$1,000,000

Description of Operations / Locations / Vehicles / Special Provisions

Riot Fest Corporation, City of Chicago Department of Cultural Affairs and Special Events, and Chicago Park District are named as additional insured but only in respects to liability arising out of operations of the named insured. This insurance shall be primary and non-contributory.

Certificate Holders Riot Fest Corporation PO Box 220350 Chicago, IL 60622	Please send certificate of insurance to: Holly Black hblack@higginbotham.net
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Please direct questions specific to insurance related issues to the following contact:

Holly Black hblack@higginbotham.net	
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Summer Festival Food Service Sanitation Certificate

A temporary food establishment that operates at a special event or summer festival must obtain a special event food license in accordance with the applicable City of Chicago Municipal Code and Rules.

A temporary food establishment shall have a Person In Charge (PIC) onsite at the temporary food establishment during all times that food is being prepared, held for service, or served. The PIC shall have an original and valid Summer Festival Food Vendor Sanitation Certificate (SFFVSC). Each booth or vendor shall have a PIC with a SFFVSC. All food related operations shall cease when there is no PIC with an original and valid SFFVSC.

Upon request by any authorized city official such as the Sanitarian (health inspector), the PIC shall make such certificate immediately available for inspection by such authorized city official.

How To Get A CDPH Summer Festival Food Vendor Sanitation Certificate

To obtain a SFFVSC you must attend an approved CDPH training course. The SFFVSC is issued in collaboration with third party providers. SFFVSC must be obtained yearly and expires March 31st of the following year.

A list of approved training providers is available at the following link:

[Approved Summer Festival Food Vendor Sanitation Certificate Training Providers](#)



SUMMER FESTIVAL CERTIFICATE

Summer Festival Food Vendor Certificate (SFFVC)

- A Person in Charge or designee must be onsite at the temporary food establishment during all times that food is being prepared, held hot, and served.
- **The person with the SFFVC and their original SFFVC is required to be onsite and available for inspection.**
- Copies of the SFFVC or letters from course providers are not accepted during booth operation.
- All food related operations shall cease when there is no person with an original and valid Summer Festival Food Vendor Certificate.

SUMMER FESTIVAL FOOD VENDOR CERTIFICATE TRAINING PROVIDERS

3/1/2026	LANGUAGES	SUMMER FEST CLASSES	CONTACT	ADDRESS	CITY	ST	ZIP	TELEPHONE	WEBSITE OR EMAIL
#1 CHICAGO SERV SAFE	ENGLISH/ SPANISH	YES	DOMINIQUE PULLIAM-LEWELLEN	6127 S UNIVERSITY AVE SUITE #1316	CHICAGO	IL	60637	708-776-3257	http://www.chicagofoodsafety.org/
ADVOCATE FOOD SAFETY SOLUTIONS	ENGLISH/ SPANISH	YES	ANTHONY MCPHEE	1440 W TAYLOR ST	CHICAGO	IL	60607	888-983-1006	www.advocatefoodsafety.com
A PLUS FOOD TRAINING	ENGLISH	YES	JEAN KOTSOVOS	15255 S. 94TH AVE.	ORLAND PARK	IL	60462	708-349-4916	www.aplusfoodtraining.com
B AND H	KOREAN/ ENGLISH	YES	SEUNG AHN	1229 S CHRISTINE CT	VERNON HILLS	IL	60061	847-840-2389	seungahn13@gmail.com
BELIEVERS	ENGLISH	YES	SHARON AKO	P.O. BOX 1502	RIVERSIDE	IL	60546	708-712-8779	www.Believers1.com
CERTIFIED FOODS & NUTRITION ENTERPRISES	ENGLISH	YES	MAUREEN OR ANNE	7144 N HARLEM, SUITE # 129	CHICAGO	IL	60631	773-401-3244	www.ilfoodsafety.net
CHICAGO CUISINE CCC	ENGLISH/ SPANISH	YES	LISSET GIRALDO	6010 W GRAND AVE	CHICAGO	IL	60639	773-240-6441	chicagocuisine@gmail.com
CROISSANT SOL, LLC	ENGLISH	YES	TAMIEKA HARDY					708-552-1049	www.facebook.com/croissantSol/
CS ACADEMY	ENGLISH/ SPANISH	YES	TERESA F. ZIEGLER	6014 SOUTH RACINE	CHICAGO	IL	60636	773-778-0818	www.csacademy2.com
C. WEDDINGTON PROFESSIONAL DEVELOPMENT & CERTIFICATIONS	ENGLISH	YES	CHAMILLE WEDDINGTON			IL		312-725-0462	contactweddington@gmail.com
DEMPSEY STAFFING FIRM, INC	ENGLISH	YES	PRINCESS DEMPSEY OR PENNY EVANS	3232 S HARLEM AVENUE	RIVERSIDE	IL	60546	708-580-0146 708-853-7914	www.dempseystaffing.com
ELITE PERSONAL CHEFS	ENGLISH	YES	AUSTIN YANCEY	146 TUPELO DR	GEER	SC	29651	864-430-0925	chefaustin@elitepersonalchefs.com
FOOD SAFETY CLASS	ENGLISH/ ARABIC	YES	HANNAH MOSES	3421 W LAWRENCE AVE	CHICAGO	IL	60625	312-961-8636	www.foodsafetyclass.net
GUILTY PLEASURES	ENGLISH/ SPANISH	YES	CHEF LUCKEY ANDERSON			IL		708-365-8069	www.guiltypleasureschef.com
ILLINOIS RESTAURANT ASSOCIATION	ENGLISH/ SPANISH	YES	MARY WILKIE	33 WEST MONROE, STE 250	CHICAGO	IL	60603	312-787-4000	www.illinoisrestaurants.org
KATR2UII	ENGLISH/ SPANISH	YES	PATTY RINGO	P.O. BOX 51301	CHICAGO	IL	60651	773-655-9010	www.katr2U11.com
LEARNING FOOD SAFETY	ENGLISH/ SPANISH	YES	LUZ GUTIERREZ		CHICAGO	IL		773-319-8616	evgutierrez6@gmail.com
NATIONAL FOOD SAFETY & SANITATION	ENGLISH/ SPANISH/ POLISH	YES	JACKIE KOTARBA	7627 LAKE STREET STE 206 2758 U S HIGHWAY34, STE B384	RIVER FOREST	IL	60305	224-266-0637	www.sanitationelite.com
PALADIN MANAGEMENT	ENGLISH/ SPANISH	YES	MICHAEL PALADINES		OSWEGO	IL	60543	630-554-3663	www.safefood.com
PUI TAK CENTER	ENGLISH/ CHINESE	YES	STEPHEN SIT	2216 S WENTWORTH	CHICAGO	IL	60616	312-328-1188	www.puitak.org
REINTEGRATE COACHING, TRAINING & CONSULTING	SPANISH	YES	ELVIA YOLANDA TORRES	6006 W 59TH ST B 1 N	OAK FOREST	IL		708-690-2248	www.reintegrate.online
SANITIZED ON SAFETY	ENGLISH/ SPANISH	YES	RODNEY TRUSSELL	8200 S STONY ISLAND AVE	CHICAGO	IL	60617	872-228-7373	www.SoSafeFoods.com
SANTA LUCIA FOOD SAFETY TRAINING & CONSULTING	ENGLISH/ SPANISH	YES	MARIA SANTA LUCIA	1649 E 50TH ST, STE 13A 159 S COTTAGE HILL AVE, STE 312	CHICAGO	IL	60615	773-502-5262	www.slfoodsafety.com
SWEET PEAS EKD	ENGLISH	YES	ERNEST DAVIS		ELMHURST	IL	60126	630-842-0289	davis2027@sbcglobal.net
THE PAPERWORK CHEF	ENGLISH	YES	ROCHELLE HOWELL					773-217-9849	www.thepaperworkchef.com
THE SAFEDINING ASSOCIATION	ENGLISH/ SPANISH	YES	SUZANNE RALLO	P.O. BOX 637	DOWNERS GROVE	IL	60615	630-434-0588	www.safedining.com
TRYBA TRAINING	ENGLISH	YES	SUSAN TRYBA	5441 LEE AVE	DOWNERS GROVE	IL	60615	630-201-2724	
TTEOKBOKKI, LLC	ENGLISH	YES	WOOK KANG						w.kang9328@gmail.com
YOLIS TAMALES	SPANISH	YES	MARIA MENDEZ	5002 S WESTERN AVE				773-696-6272	YOLIS.TAMALES@GMAIL.COM

KEP Propane and Equipment LLC

6048 S Mobile Ave.

Chicago IL, 60638



Vendor Contact Information

Resataurant Name

Name

Phone

Email

KEP Propane and Equipment will supply ALL of your propane, high pressure gas hose, fittings, regulation, the labor necessary to hook up all of your propane cooking equipment, and remain on-site for the entirety of the event, per the Fire Prevention Bureau's request. Your propane and equipment installation will be invoiced and charged to your card on file in advance of vendor move in day. Please see our propane proposal for tank pricing. All invoices are to be paid in full prior to vendor move in day to guarantee our service. Any invoices that go 5 days past due will be subject to a 5% compounding late fee per month.

Cost of Hook-up

1-2 Appliances \$748.20

3-4 Appliances \$906.52

5-6 Appliances \$1026.53

Includes the rental of regulation, up to 100 feet of gas hose, fittings, and the labor necessary to set-up and break down your equipment. Does not include propane! All equipment must be UL approved, converted to LP, and in safe working order prior to installation. KEP Propane and Equipment is not responsible for catastrophe caused by damaged cooking equipment.

Additional expenses if needed:

Extra hose rental= \$4.62 per linear foot

Extra regulator rental= \$55.00 each

Each additional appliance=\$132.00

Late equipment arrival after scheduled move in time allotted by your event promoter=\$120.00

Lay out Sheet for your booth

Number of gas appliances and description of each appliance: **In example.....1 Fryers 90K BTU, 2 charbroilers 120K**

Total number of B.T.U's

Technician on-site fee will be divided by the number of vendors requiring our service, and invoiced individually in addition to this price sheet. KEP will charge your card on file in advance of vendor move in day. Late arrivals or additional material needed on the date of installation will be invoiced and charged to your card on file upon inspection.

Please sign and return this form to KEP Propane and equipment.

Any questions,please call or email Dominic.773.751.9042. DominicG@keppropane.com

Signature of vendor representative _____

Date:_____

RESOURCES, STRATEGIES & BUDGETS

EQUIPMENT RENTAL

Hall's Rental

P. (847) 929-2222
info@hallsrental.com

PRICES SUBJECT TO CHANGE

 <p>S/S Food Prep Table (60" x 30" W) \$98.18++</p>	 <p>Sheet Pan Rolling Rack \$57.07++ Fits 20 pans – 18"x26" \$4.31++/pan</p>	 <p>S/S Single Door Refrigerator \$303.66++</p>	 <p>Propane Grill \$314++ 100lb Propane Tank \$135.84++</p>	 <p>Charcoal Grill (Does not include charcoal) \$98.18</p>
 <p>Charbroiler \$216.30++ 100lb Propane Tank \$135.84++</p>	 <p>90k BTU Propane Griddle \$97.02 100lb Propane Tank \$135.84++</p>	 <p>8qt S/S Rectangular Electric Chafer \$17.99++ Food Pan 2" D \$6.89++ Food Pan 4" D \$7.94++</p>	 <p>75k BTU Convection Oven \$393.91++ 100lb Propane Tank \$135.84++</p>	 <p>Electric Convection Oven \$258.04++</p>
 <p>Freezer Chest 14 Cu. Ft. \$162.33++</p>	 <p>Glass top Freezer Chest 17 Cu. Ft. \$446.25++</p>	 <p>Sandwich Prep Refrigerator \$251.84++</p>	 <p>S/S Dual Cone Heat Lamp \$38.80++ S/S Single Heat Lamp w/ Board \$66.20++</p>	 <p>18 Shelf Electric Warming Cabinet \$337.94</p>



Budgeting and Financial Planning

Let's walk through an example of a budget and Profit & Loss (P&L) Statement for a food vendor participating in a 3-day festival with attendance of roughly 50,000 people per day, and where there are approximately 30 other food vendors.

- Operating hours: 10 hours per day.
- Staff: 2 cooks, 2 registers, 2 servers, 1 runner, and a load-in crew of 2 people for a total of 6 hours
- Menu: Burgers, Hot Dogs, Fries, and Soft Drinks

Scenario 1: 500 Customers Per Day

Revenue

Total Customers: 500 customers * 3 days = 1500 customers

- Burger Sales: \$12 * 500 customers * 3 days = \$18,000
- Hot Dog Sales: \$8 * 500 customers * 3 days = \$12,000
- Fries Sales: \$8 * 500 customers * 3 days = \$12,000
- Soft Drink Sales: \$3 * 500 customers * 3 days = \$4,500
- Total Revenue: \$46,500

Cost of Goods Sold (COGS)

- Burger: \$2 * 500 customers * 3 days = \$3,000
- Hot Dog: \$1.5 * 500 customers * 3 days = \$2,250
- Fries: \$0.75 * 500 customers * 3 days = \$1,125
- Soft Drinks: \$0.5 * 500 customers * 3 days = \$750
- Condiments: \$0.25 * 500 customers * 3 days = \$375
- Total COGS: \$7,500

Gross Profit: \$39,000 (Total Revenue - COGS)

Operating Expenses:

- Staff wages: \$20/hour * 10 hours/day * 3 days * 7 staff = \$4,200
- Load in crew: \$20/hour * 6 hours * 2 people = \$240
- Signage: \$800
- Event License: \$75
- Vendor Fee: \$10,000
- Food Equipment and Refrigeration Rental: \$1,000
- Disposable Items (napkins, paper plates, etc): \$500
- Booth Decorations (lights, extensions cords, etc): \$400
- Transport and Fuel: \$300
- Propane hook up and gas: \$500
- Total Operating Expenses: \$18,015

Net Income Before Tax: \$20,985 (Gross Profit - Operating Expenses)

Taxes:

- Sales Tax (11.25% on total revenue): \$46,500 * 11.25% = \$5,231.25
- Corporate Tax (Illinois, 7% on net income before tax): \$20,985 * 7% = \$1,468.95
- Total Taxes: \$6,700.20

Net Income After Taxes: \$14,284.80 (Net Income Before Taxes - Total Taxes)

BUDGETING AND FINANCIAL PLANNING (Starter)



BUDGETING AND FINANCIAL PLANNING (Pro)

Scenario 2: 750 Customers Per Day

Revenue

Total Customers: 750 customers * 3 days = 2250 customers

- Burger Sales: $\$12 * 750 \text{ customers} * 3 \text{ days} = \$27,000$
- Hot Dog Sales: $\$8 * 750 \text{ customers} * 3 \text{ days} = \$18,000$
- Fries Sales: $\$8 * 750 \text{ customers} * 3 \text{ days} = \$18,000$
- Soft Drink Sales: $\$3 * 750 \text{ customers} * 3 \text{ days} = \$6,750$
- Total Revenue: $\$69,750$

Cost of Goods Sold (COGS)

- Burger: $\$2 * 750 \text{ customers} * 3 \text{ days} = \$4,500$
- Hot Dog: $\$1.5 * 750 \text{ customers} * 3 \text{ days} = \$3,375$
- Fries: $\$0.75 * 750 \text{ customers} * 3 \text{ days} = \$1,688$
- Soft Drinks: $\$0.5 * 750 \text{ customers} * 3 \text{ days} = \$1,125$
- Condiments: $\$0.25 * 750 \text{ customers} * 3 \text{ days} = \562.5
- Total COGS: $\$11,250.5$

Gross Profit: $\$58,499.5$ (Total Revenue - COGS)

Operating Expenses:

- Staff wages: $\$20/\text{hour} * 10 \text{ hours/day} * 3 \text{ days} * 7 \text{ staff} = \$4,200$
- Load in crew: $\$20/\text{hour} * 6 \text{ hours} * 2 \text{ people} = \240
- Signage: $\$800$
- Event License: $\$75$
- Vendor Fee: $\$10,000$
- Food Equipment and Refrigeration Rental: $\$1,000$
- Disposable Items (napkins, paper plates, etc): $\$500$
- Booth Decorations (lights, extensions cords, etc): $\$400$
- Transport and Fuel: $\$300$
- Propane hook up and gas: $\$500$
- Total Operating Expenses: $\$18,015$

Net Income Before Tax: $\$40,484.5$ (Gross Profit - Operating Expenses)

Taxes:

- Sales Tax (11.25% on total revenue): $\$69,750 * 11.25\% = \$7,846.88$
- Corporate Tax (Illinois, 7% on net income before tax): $\$40,484.5 * 7\% = \$2,833.91$
- Total Taxes: $\$10,680.79$

Net Income After Taxes: $\$29,803.71$ (Net Income Before Taxes - Total Taxes)

Food Vendor Tips & Strategies for Success

Pricing Strategy

Set prices that are attractive to festival-goers while covering your food costs, labor, and overhead. Focus on menu items with strong profit margins and quick preparation times.

Cost Management

Monitor food costs, labor, packaging, propane, and other expenses. Minimize waste through efficient inventory planning and portion control.

Sales Tax

Be sure to account for all applicable sales taxes when setting your prices. Consult your accountant or tax advisor to ensure compliance.

Staffing

Schedule enough trained staff to handle busy periods efficiently while maintaining excellent customer service and food quality.

Streamlined Operations

Keep your menu simple and easy to execute. Prepare as much as possible in advance to reduce wait times and improve throughput.

Booth Appearance

Use attractive signage, menu boards, and a clean, professional setup. A strong visual presentation can significantly increase sales.

Compliance and Food Safety

Ensure all permits, licenses, insurance, and health department requirements are in place. Follow all food safety and sanitation guidelines.

Additional Costs

Plan for hidden costs such as propane, generators, disposable supplies, transportation, ice, and equipment rentals.

Demand Forecasting

Estimate inventory carefully based on your menu, price point, and service speed. Being prepared helps maximize sales and reduce waste.

Weather Planning

Weather can impact attendance and purchasing behavior. Prepare for heat, rain, and changing conditions with appropriate equipment and inventory.

Speed of Service

Fast-moving lines generate more sales. Design your menu and workflow to serve customers quickly and efficiently.

Payment Options

Accept credit cards, mobile payments, and cash to ensure you do not miss potential sales.

Menu Signage

Clearly display your menu and pricing so customers can make decisions quickly before reaching the counter.

Best Sellers

Highlight your most popular or signature items to attract attention and simplify ordering.

Customer Experience

Friendly staff, consistent food quality, and efficient service encourage repeat purchases and positive word of mouth.



VENDOR SELECTION PROCESS

Food Vendor Selection Process

At the heart of Riot Fest's success are our vibrant and diverse food vendors. After completing the Vendor Workshop, applications will be reviewed based on the following criteria:

- Compliance with Legal Requirements** – Vendors must have all required permits, licenses, health certifications, and insurance.
- Quality of Food and Presentation** – We look for vendors offering high-quality food and professional presentation.
- Experience and Readiness** – Preference may be given to vendors with experience operating at festivals and large-scale events.
- Customer Service** – Vendors should provide friendly, professional, and efficient service.
- Menu Diversity** – We aim to offer a wide variety of cuisines and menu options to create a diverse food experience.
- Operational Capacity** – Vendors must demonstrate the ability to serve high volumes of attendees in a timely manner.
- Community Impact** – Priority may be given to businesses making a positive impact in their communities.

Discounted Food Vendor Opportunities

As part of this initiative, Riot Fest will offer up to **6 discounted food vendor spaces** to selected restaurants and food businesses. Priority will be given to businesses based in **North Lawndale and Little Village**.

\$3,500 discount



SEPTEMBER 18 · 19 · 20 · 2026

RIOT FEST

DOUGLASS PARK, CHICAGO

BEYOND THE FEST

A CELEBRATION OF COMMUNITY: MORE THAN JUST A MUSIC FESTIVAL



THANK YOU FOR STAYING!

As a special thank you for your time and dedication, I'm excited to announce that each of you will receive a pair of tickets to this year's festival!

SEPTEMBER 18 · 19 · 20 · 2026

RIOT FEST

DOUGLASS PARK, CHICAGO

BEYOND THE FEST

A CELEBRATION OF COMMUNITY: MORE THAN JUST A MUSIC FESTIVAL

THANK YOU!

FOOD SAFETY GUIDELINES PROVIDED BY



RIOT FEST COMMUNITY LINE

Phone: 312.210.0721 | Email: community@riotfest.org

RIOTFEST.ORG/COMMUNITY