



Special Event Food Safety Training

2026 Season



Contents

- Review of Risk Factors to Foodborne Illness
- Guidelines for Operation
 - Planning
 - Base of Operation (Commissary/Food Establishment)
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- Vendor permit application guidance
- Tips for Vendors
- Class review / quiz
- 2026 updates



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

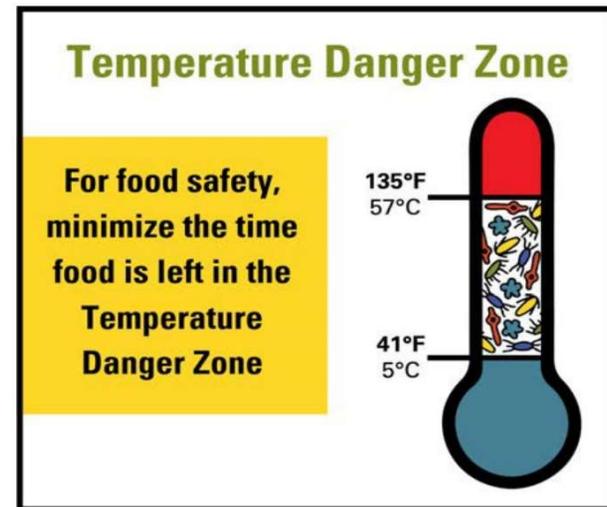
Poor hygienic practices/hand washing

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
 - Raw Sprouts
 - Cooked Pasta / Cooked Rice
 - Cooked Vegetables / Cooked Plant Food
 - Examples:
 - Baked Potatoes
 - Cooked Corn
 - Cooked Beans
 - Certain types of sliced/cut produce
 - Tomatoes
 - Melons
 - Leafy Greens

★ Proper Holding Temperatures for TCS Foods

- Bacteria grow very quickly in the “temperature danger zone” between 41° F and 135 ° F
- Cold food must be held at **41° F** or below
- Hot foods must be held at **135 ° F** or above



Cooking Food Properly

Raw Animal Food Type	Final Cooking Temperature °F (held for 15 seconds)
Eggs	145
Fish	145
Beef (ex: steak)	145
Pork (ex: pork chop)	145
Ground meats (ex: sausage, hamburger)	155
Poultry (ex: chicken, turkey)	165
Whole Meat Roasts (ex: brisket, pork loin)	Refer to charts in 3.401-11 of Food Code

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.

Sources of Contamination to Food

Type of Contamination	Example
Physical – some type of foreign object	Glass shards, plastic chips
Chemical – some type of chemical substance	Glass cleaner, lighter fluid
Biological – some type of living organism	Bacteria, viruses, parasites

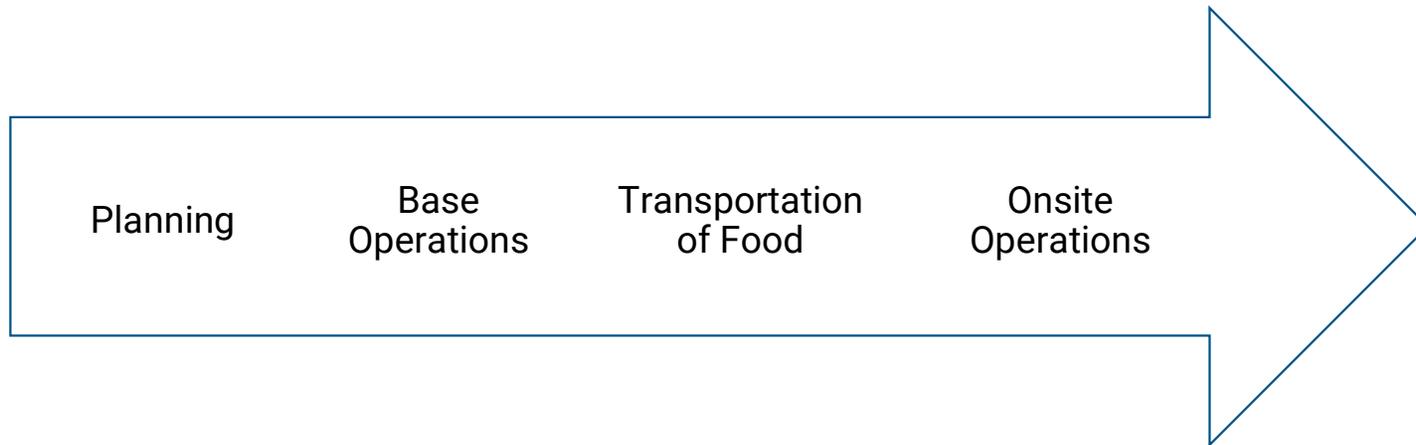
Approved Food Sources

- 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

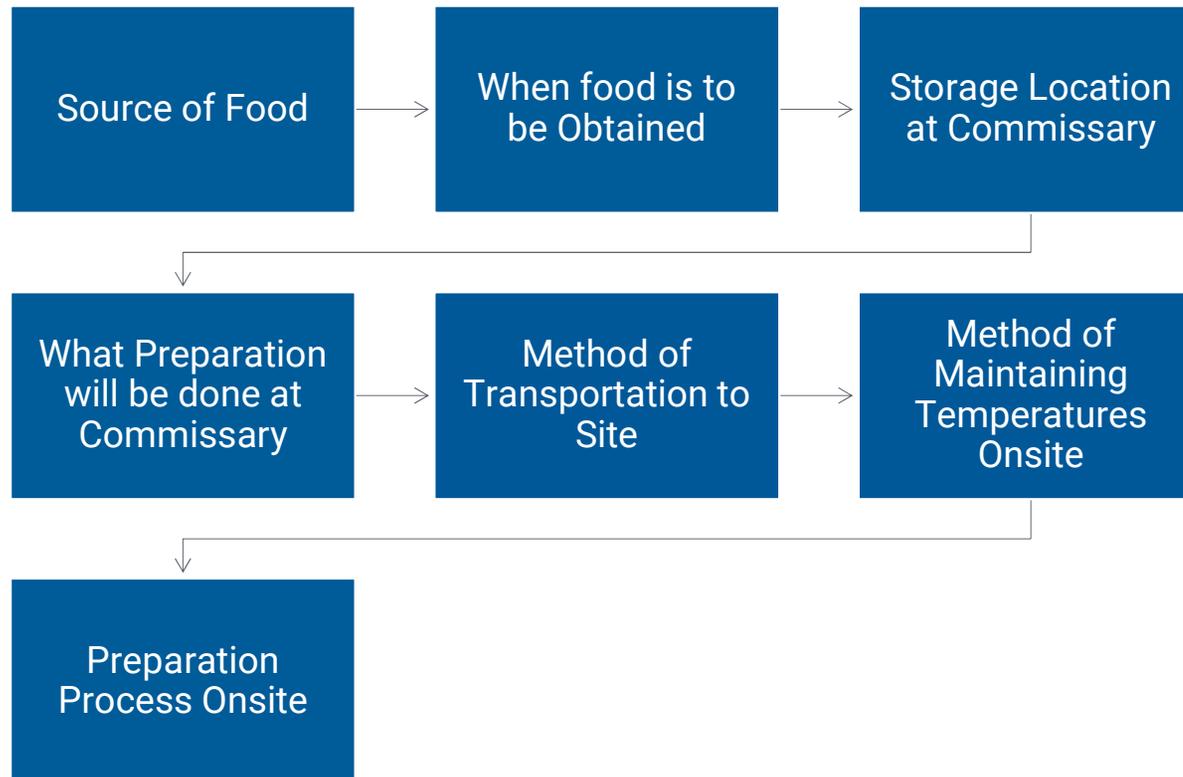
Hygienic Practices and Handwashing

- Proper hand washing technique
 - When to wash
 - Where to wash
 - How to wash
 - At least 20 seconds, etc.
- No eating/drinking in food preparation areas
- Do not come to work when sick with vomiting, diarrhea, sore throat with fever, etc.

Contents of Guidelines



★ Planning – Make a Flow Plan



★ Planning – Monitoring Record Keeping

- It is important to keep records.
 - All documents become part of the recording keeping system
 - Standard operating procedures
 - Time/Temperature log (**recommended***)
 - Logs of equipment checks - thermometers
 - Checklist
 - Corrective action records
 - Receipts / invoices for ingredients.
- ***If you monitor the food temperatures, you will be better prepared for the health inspection.**

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						
13						
14						
15						
16						
17						
18						
19						
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21						
22						
23						
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25						
26						
27						
28						
29						
30						
31						

Supervisory Employee's Initials and Date: _____



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**)

★ Transportation

Is this allowed ?



★ Onsite at the Festival

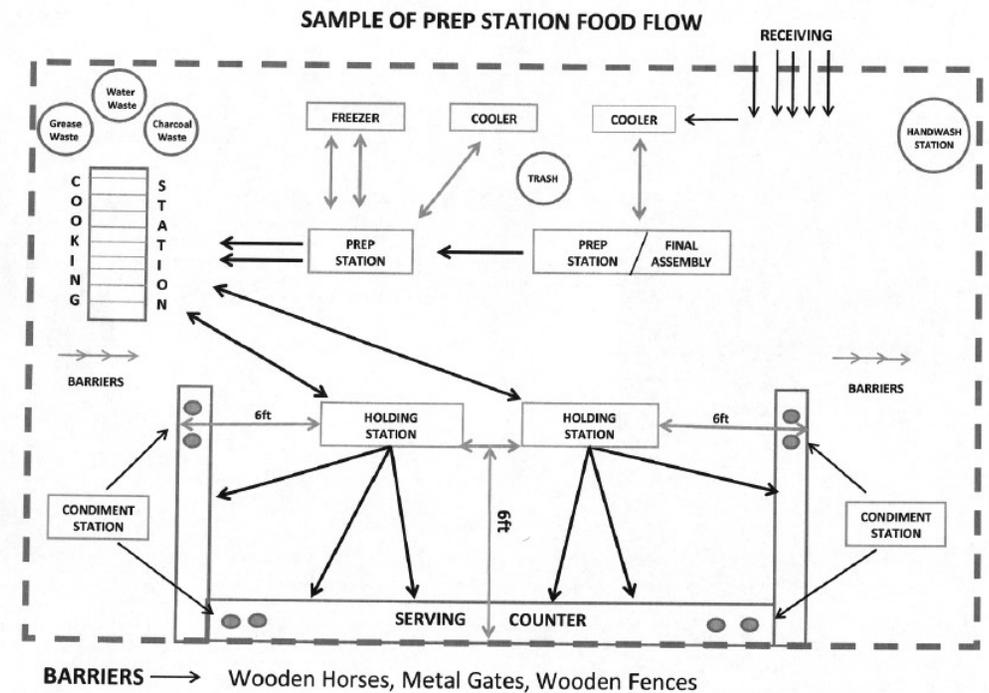


★ Setup at the Festival Site



★ 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**





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.
- 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.

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, picture of certificate on cell phone, 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.

★ Types of Certificates Required

Booth

- Summer Festival Food Vendor Certificate (SFFVC)
- (Exception, if 100% pre-packaged NON-TCS foods)

Food Truck - Mobile Food Preparer

- City of Chicago Certified Food Manager
- Food Handlers Certificate

Food Truck - Mobile Food Dispenser

- Prepackaged food only
- No certificate required

Person In Charge (PIC) @ a Booth

- The **PIC** or designee means the individual present at the booth who is responsible for the operation at the time of inspection. They must be present at all times when holding, preparing, or serving food and shall have the required original and valid Summer Festival Food Vendor Certificate (SFFVC).
- Some responsibilities of the PIC:
 - Food Safety knowledge
 - Know the required cooking and holding temperatures of TCS foods
 - Ensure food handlers at the booth are trained in food safety
 - Examples: Hygienic practices/no bare hand contact/handwashing; cooking temperatures; cold and hot holding temperatures; and cross-contamination.
 - At least one PIC with the SFFVC is required to be at the booth.
 - CDPH recommends additional food handlers to obtain the SFFVC.
 - If no one has the SFVVC, the booth operations will be suspended.

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.
- **If employees are sick, they should not be handling or preparing foods.**

★ Onsite - Hand Wash Facilities

- Portable **self-contained hand wash facilities** with adequate water flow 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



★ Onsite - Hand Wash Sink



Soap

Potable
Water

Paper
Towels

★ Onsite - No Bare Hand Contact with Ready-to-Eat Foods. Use....

- Disposable Gloves,
- Tongs,
- Deli Tissues,
- Utensils,
- Or other approved barriers to protect ready-to-eat food from direct hand contact.



★ Onsite - Glove usage

- Gloves should be put on clean hands
- Replace when ripped, torn, damaged, or soiled
- Replace before beginning a new task
- Replace after handling raw foods and before handling ready-to-eat food
- Change every hour during continuous use



★ Onsite



Prevent cross-contamination

Keep Food Contact surfaces clean



Onsite - Storage at the Site

- Provide refrigerated and or freezer trucks with a **thermometer**.
- Check the air temperature of all refrigerators (including refrigerated trucks) every 2 hours.
- 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.**

★ Onsite – Food Thermometers

FOOD THERMOMETERS:

- shall be provided and readily accessible for use
- that are scaled only in Fahrenheit shall be accurate to $\pm 2^{\circ}\text{F}$
- shall be calibrated in accordance with the manufacturer's specifications as necessary to ensure their accuracy
- Ensure to clean and sanitize (the probe of) the food thermometer before using each time or storing.





Onsite -Cold Holding 9-101.20 (A)

- 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.





Onsite - Hot Holding Units 9-101.20 (B)

- TCS foods that are held hot for service must be maintained at **135°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 135°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 135° 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 - Hot Food Holding Unit



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 - Display

- 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 – Never Display Food Next to the Customer



- Display 6 ft. from the Public



- Prevent Public Contamination

These pictures are in violation of the rules.



Onsite - Place a Barrier Between the Food and the Customer



★ 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/shaved ice from an approved supplier.** Hand shaven ice is not allowed.



★ Onsite – Not an Approved Drinkable Water Source



★ 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.



Frozen Beverage Machines (9-101.20 (C))

- Can be used if:
 - The mechanical frozen beverage machine and **its contents** are approved by CDPH.
 - (disclose on application)
 - Machine is returned to the commissary each night of operation to be washed, rinsed, and sanitized in accordance the manufacturer.
 - If contaminated by dust, debris, or other contaminant, the frozen beverage machine shall not be used until it can be taken to the commissary to be properly washed, rinsed, and sanitized in accordance with the manufacturer.



Complex Food processing (9.101-10 G)

- “Complex food preparation including washing and slicing of food shall be completed at the retail food establishment or commissary. Pf”
- Based on menu and food preparation processes – case by case basis
- Some processes cannot be done in booth because booth lacks necessary plumbing, space, equipment, etc.
- Examples of what is allowed:
 - Pre-washed produce
 - Assembling food to order (based on equipment)

Complex Food processing (9.101-10 G)

- **Some examples of processes not allowed at the event:**
 - Cooking of whole roasted animals
 - Slicing and portioning of large amounts of food
 - Cooling of TCS
 - Use of oversize or specialty equipment that cannot be replaced to meet cleaning frequency requirements (**minimum every 4 hours**)
 - Washing of produce or utensils at the booth
 - Meat processing (cutting large cuts of meat into smaller retail portions (such as steaks))
 - Unclean / unwashed produce
 - Shredding cheese at the booth

★ Onsite – Keep Your Booth Clean



Empty the Trash and
Replace Soiled Floor
- Box Board



Special Event Food Vendor Waste Disposal (9.101.10 (X))

- Proper waste handling keeps events safe, clean, and compliant with health regulations.
- All food vendors must follow waste disposal rules for:
 - Wastewater (dirty water)
 - Cooking oil & grease
 - Charcoal & ash disposal

Wastewater (Dirty Water) Disposal (9.103.30)

- Includes liquid waste from steam tables and food prep.
- NEVER dump into:
 - Streets, sidewalks, ground, or grass
 - Storm drains, public sewers, lakes, ponds, or rivers
- Proper Disposal:
 - 55-gallon open drum with ¼" mesh screen and lid
 - Pumped out nightly by licensed wastewater contractor
 - Or other CDPH-approved method

Oil, Grease, and Charcoal Ash Disposal (9.103.30)

- Cooking Oil & Grease:
 - Never pour on ground or into storm drains
 - Store in 55-gallon drum with solid lid
 - Collected nightly by grease-rendering contractor
 - Or other CDPH-approved method
- Charcoal & Ash:
 - Never dump on ground, grass, or in storm drains / public sewers
 - Never place hot coals in trash bags or dumpsters
 - Use metal drum with lid for collection
- Drum Container Labels & Colors:
Blue = Wastewater | Black = Grease | Red = Charcoal/Ash



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.





Summer Festival Inspection Report

- Inspection completed on paper
- Same inspection report as previous years
- May be inspected more than once per event
- If provided, keep a copy in the booth
- If violations are observed, comply as required.

Food Protection Division
Special Events Food Vendor
Inspection Report

Festival Name _____ Booth Name _____

Violations	Visit 1	Visit 2	Visit 3	Visit 4
V2) Summer Festival Food Vendor Certificate				
V8) V9) 40) Hands washed, good hygienic practice, hair restraints, clothing				
V10) Hand washing facilities available, supplied with soap and hand drying				
V15) Food separated and protected				
V18) V19) V20) V21) V22) TCS foods at correct temperature				
V28) Toxic items properly stored, labeled				
V33) Facilities to maintain proper temperature				
V36) Thermometer				
V47) Appropriate flooring/ground cover				
V49) Food and non-food surfaces, clean, protected and maintained				
Other				

Temperatures			
Visit 1	Visit 2	Visit 3	Visit 4
Item	Item	Item	Item
Temperature °F	Temperature °F	Temperature °F	Temperature °F
Item	Item	Item	Item
Temperature °F	Temperature °F	Temperature °F	Temperature °F
Item	Item	Item	Item
Temperature °F	Temperature °F	Temperature °F	Temperature °F
Item	Item	Item	Item
Temperature °F	Temperature °F	Temperature °F	Temperature °F
Certification #	Certification #	Certification #	Certification #
Certified Manager's Name	Certified Manager's Name	Certified Manager's Name	Certified Manager's Name

Visit	Violation #	Violation

Comments

<small>(Visit 1) Manager Signature</small>	<small>(Visit 2) Manager Signature</small>	<small>(Visit 3) Manager Signature</small>	<small>(Visit 4) Manager Signature</small>
<small>(Visit 1) Sanitarian Signature and Badge Number</small>	<small>(Visit 2) Sanitarian Signature and Badge Number</small>	<small>(Visit 3) Sanitarian Signature and Badge Number</small>	<small>(Visit 4) Sanitarian Signature and Badge Number</small>

(V8) Hands clean & properly washed

(V9) No bare hand contact with RTE

(V40) Personal Cleanliness

(V22) Cold holding temperature

(V10) Proper cooking time and temperature

(V18) Reheating for hot holding

(V28) Hot holding temperature

(V49) Cold holding temperature



Inspection Findings - Most Common Violations

- No metal stem food thermometer
- 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
- No hair restraints





Inspection Findings – Closures

- **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
- Runs out of water (for Food Trucks)



Inspection Findings - Amount of Food Discarded

Past Three Years

2023	2024	2025
1272 lbs.	4,313 lbs.	2,683 lbs.
\$11,892	\$19,130	\$16,045

(Amounts provided by PIC.)

Reasons Food is Discarded

- **Improper temperature** (examples next slide)
- Opened or TCS foods left in unsecured booth overnight
- Cross-contamination
- Evidence of physical/chemical contamination

★ Improper food temperature

- Examples of 3 common locations where food is found at improper temperature:
 1. Refrigeration in the booth
 - Refrigerator not turned on timely and cold prior to storing TCS foods
 - Home-style refrigerators do not have the capacity
 - Not designed to open/close constantly for commercial purposes
 - Inadequate space
 2. Refrigerated (refer) trucks holding cold foods at the festival
 - Food may be received at improper temperature
 - Open the door for too long and warm air goes inside refer truck
 3. Hot holding units not maintaining hot food at the proper temperature
- *Ensure food is transported and maintained at proper temperatures*
 - *Cold foods– at or below 41°F and Hot foods – at or above 135°F.*

★ Event Application

- The entire event (as a whole) must receive a permit from the Department of Cultural Affairs and Special Events (DCASE)
- The event permits are now filed online
- Event organizer should disclose full list of vendors participating
- 1 attachment (scan) per vendor



Food Protection Services
Special Event Organizer's checklist

Please follow this checklist so that the Special Events may be reviewed in a timely manner.

- One attachment per food vendor applicant. Include all food-related documents per business under one scan/attachment.
- Organizers must label their uploaded (PDF) documents.
- List all Food Vendors and Food Truck Vendors in the [Vendors Information Page](#).

Recommended Labeling of Uploaded Documents:
Include the Business Name and the license type, either the 180-day license or Single Event application.

Examples:

- 180-day license applicants: `NameofBusiness_180` OR
- Single Event Food Vendor/Truck applicants: `NameofBusiness_Single`

Examples:

- The business name is **Healthy** and has a **180-day license**, then the attached document should be `Healthy_180`
- The business name is **Very Good** and applying for a **Single Event**, then the attached document should be `VeryGood_Single`

Required Documents:

For 180-day license applicants:

- Attach the 180 license and properly name the attachment as described above.

For Single Event Food Vendor/Food Truck applicants:

- The application must be completed. Ensure all questions are answered.
- Food Vendor (Booth): Attach a clear scanned copy of at least one Summer Festival certificate.
- Food Truck (Mobile Food Preparer): Attach a clear scanned copy of their City of Chicago Sanitation certificate.
- Ensure the last inspection date is within 6 months. Attach a copy of the inspection report. The report cannot have outstanding Priority or Priority Foundation (critical/serious) violations.
- If you are not using your own restaurant, the commissary in Chicago must be a licensed shared kitchen or have a supplemental shared kitchen license. If using commissary outside Chicago, additional documentation such as the commissary permit will need to be submitted depending on local jurisdiction requirements to operate.
- Additional documentation may be required based on submitted documentation and/or food operations.

Some Common Reasons For Not Approving Applications:

1. Using older versions of Special Event applications. Ensure a recent version of the application is submitted.
2. Incomplete applications or not attaching supporting documentation.
3. No recent inspection, last inspection report over 6 months ago.

Contact information:
If you need a recent health inspection or have food safety questions email: CDPHFood@cityofchicago.org
If you have questions for the DCASE Permits Team email: SEPermits@cityofchicago.org

★ Event Application

- The event permit must be submitted online
 - Event Organizer/Coordinator ← They submit, not the food vendor.
- Individual food vendor names should be disclosed on the event permit application
- DCASE processing fees for Special Events
 - Depends on how far in advance application is submitted
 - May submit up to 180 days prior to event
 - Applications are **not accepted less than 21 days prior to the event**
- Visit DCASE's website for fee structure

★ Types of Food Applications

(Refer to DCASE's Website for latest version of the 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

----- Food Applications -----



Types of Applications

Refer to DCASE website for updated applications.

Reminders:

- 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 6 months.
- 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.*

★ Types of Applications – Food trucks at Special Events

Food trucks must be licensed in the City of Chicago to apply for Special Events.

To be able to apply and participate at a Special Event in Chicago:

- **First requirement** - Mobile Food Preparer or Mobile Food Dispenser License (need Mobile decal on windshield)
- To participate at a Special Event in Chicago -
 - Need either a Single Event Food Truck license or a (180-day) Multiple Event Food Truck license.

Single Event Food License Review Process (Booth, Truck, or Sampling)

- Collection and submission by event coordinator (organizer)
- Event coordinator then uploads the completed applications to the online special events portal. ONLY event coordinators can access the portal. **Individual food vendors should NOT use the online portal.**
- Should be submitted at least 21 days prior to event
- Health uploads follow-up questions / concerns to online portal only.
 - Organizer works with food vendor to get updated application/information.
- No late applications.
- Paper license is issued via BACP to the application address and emailed.



180 Day Special Event Application – Multiple Event Food Vendor Permit

- For vendors that wish to operate at multiple events over a period, up to 180 days
- Application available at DCASE's website
- Email application to BACPSpecialEvent@cityofchicago.org or chicagobusinessdirect@cityofchicago.org along with supporting documentation
- Application is very similar to single event application
- Once BACP receives proof of payment, BACP will forward the completed application to Health for review
- Health will reach out to applicant by email with any questions/concerns
- Paper license issued and a copy emailed via BACP

★ Booth Layout

- Template included with application
- Can draw their own if it includes all booth features
- MUST label diagram
- Include **Serving Counter**

Special Event Food Booth Layout
(Required with all applications)

Hand draw in the shapes and label to represent the equipment as they will be set up at the event.

Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown in the layout and be aware that **NO DISHWASHING** is allowable on-site so this should not be done or shown on the layout.

Vendor Name: _____

Hot Holding Station

Freezer

Serving Counter

Cooking Station

Hand Wash Station

Beverage Cooler

Mechanical Refrigeration

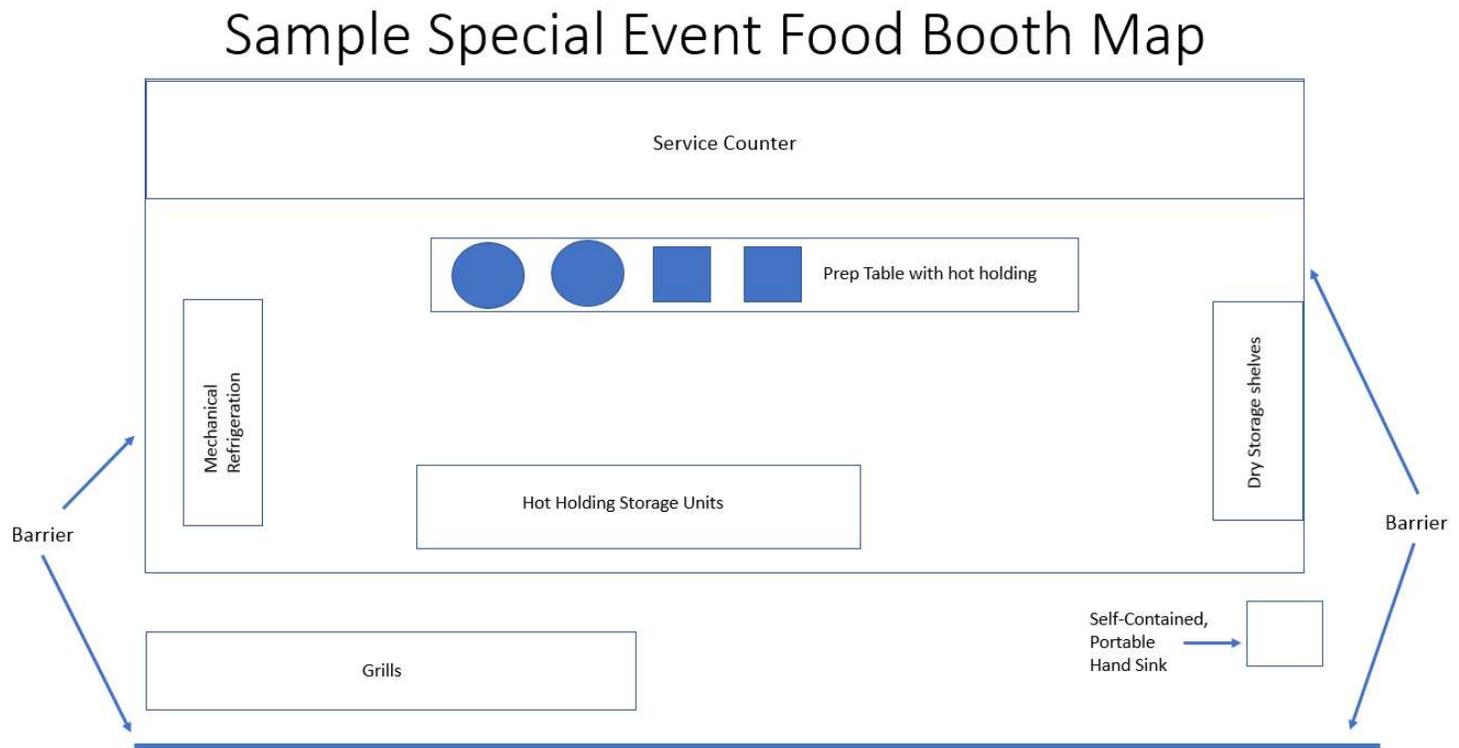
Prep Station

Condiment Station

CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS PERMIT APPLICATION

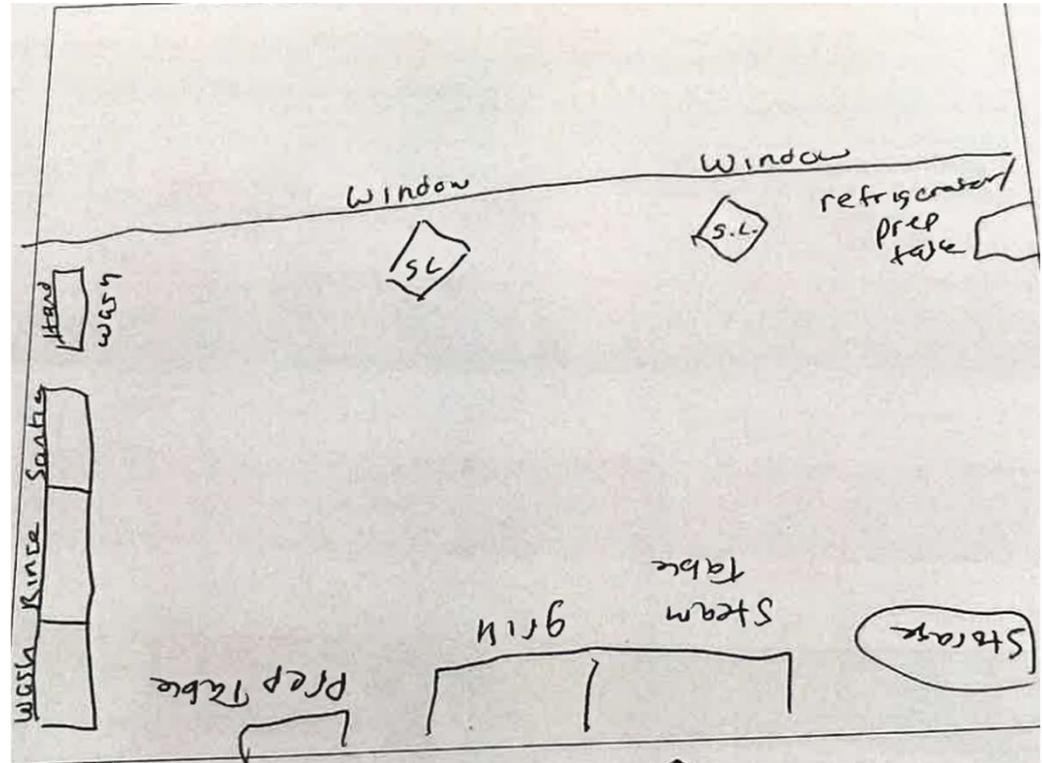
★ Sample Booth Layout

Must clearly label.



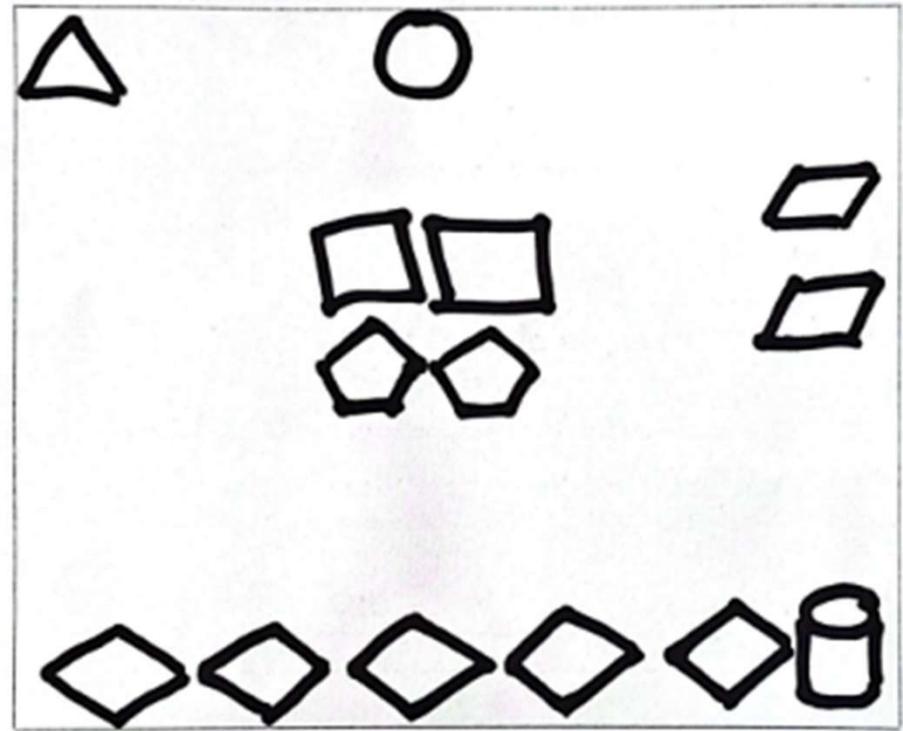
★ Sample Booth Layout – NOT Approved

- Dishwashing is not allowed



★ Sample Booth Layout – NOT Approved

- Not labeled





Common send-back items on applications

- Food trucks must be licensed prior to applying
 - Trailers (not allowed in any form)
- No copy of summer fest certificate provided (letters, proof of registration NOT accepted)
- Incomplete application / incomplete menu / incorrect booth layout
- Commissary agreement letter not notarized at licensed shared kitchen operator or licensed shared kitchen supplemental
- No mechanical refrigeration provided
- **No recent *passed* inspection at commissary kitchen**
 - Restaurants can request inspection by emailing food@cityofchicago.org
 - Include facility and contact information
 - Clarify that inspection is for special event participation
 - Passed with Conditions results may result in another inspection as determined by the Department
 - If Passed with Conditions results for no Certified Food Manager – must demonstrate proof of compliance, submit a copy of certificate

Shared Kitchen Users and Special Events

- Shared kitchen users must arrange their own inspection at the shared kitchen
 - The inspection will take place at the shared kitchen under the shared kitchen user's own license number with the shared kitchen user present
 - Valid shared kitchen user license required at the time of inspection at the shared kitchen
 - Shared kitchen user must be operating at time of inspection
 - Reminder - Copy of inspection report must be included with application

★ Contacting CDPH for Inspection

- Make sure your facility is ready for the inspection.
- It may take CDPH one week to come out for an inspection
- If an inspection is needed for the restaurant / commissary / shared kitchen user, fill out the form and email it to:
cdphfood@cityofchicago.org

Subject line:

Special Event inspection request

**Special Event Inspection Request**

Food vendors that are applying to participate in a Special Event or Summer Festival in the City of Chicago are required to have an inspection at their food establishment (or mobile food vehicle) within 6 months of applying for the Special Event. The information on this form is required to request an inspection.

Please complete and email your inspection request to cdphfood@cityofchicago.org.
Subject Line: Special Event Inspection

DBA (name of business as listed on license): _____
Address (as listed on business license): _____
Zip Code: _____
Business license number: _____
Contact phone number: _____
Name of contact (person in charge): _____
Business hours: _____

Only for Shared Kitchen Users:
Name (DBA) of Shared Kitchen that will be used: _____
Address of Shared Kitchen: _____
Zip Code: _____
License number: _____

Only for Mobile Food Vehicles:
Provide a few dates so that we can inspect while operating:

Option 1 Location - Date, Hours (time frame), address, and zip code:
Date: _____ Hours: _____ Address: _____ Zip Code: _____

Option 2 Location - Date, Hours (time frame), address, and zip code:
Date: _____ Hours: _____ Address: _____ Zip Code: _____

Option 3 Location - Date, Hours (time frame), address, and zip code:
Date: _____ Hours: _____ Address: _____ Zip Code: _____

If you are not able to complete the form, you can send an email requesting an inspection with all the required information listed on this form to cdphfood@cityofchicago.org.
The inspection is expected within 7 business days based on the number of requests received.
If you have any questions, you may also call 312-746-9030.



Tips for Vendors:

- Submit application (current version) in a timely manner
- Include booth layout with application
- Plan if a recent inspection is needed
 - Passed inspection should be completed **BEFORE** vendor submits their application to the event coordinator
 - Reminder that event coordinators must turn in vendor applications to CDPH 21 days prior to the event
- No bare-hand contact
- Wash, chop, prepare food at restaurant/commissary, no food complex preparation is to be done at festival



Tips for Vendors:

- No food left at booth overnight
- Operator is to have a **calibrated metal stem thermometer** and method to clean/sanitize thermometer
 - **Reminder:** Monitor the temperatures of the TCS foods, foods found at improper temperature will need to be discarded.
- Floor covering may be required
- Protect food from contamination at every step of the process
- No home prepared foods



Tips for Vendors:

- Customer self-service prohibited, except for non-TCS condiments.
 - Self-serve condiment bottles are to be tethered to permanent surface
 - Individual prepackaged condiments are also an option
- Need sneeze guards/barrier/or food displayed less than 6ft from public
- **Dishwashing at booth/festival is prohibited** - need to bring enough utensils
- No eating inside the booth



Tips for Vendors

- Food Defense – protect Food from acts of intentional adulteration or tampering.
 - (e.g., disgruntled employees, terrorist or activist groups with the intention to contaminate food).
 - Biological, chemical, physical, or radiological agents introduced into food with the intent to cause harm.
- Implement a Food Defense Plan
 - A food defense plan is a tool that helps a food vendor identify measures to protect food from intentional harm.
 - Awareness: secured facility; employees (credentials); vendors/suppliers; customers
 - Prevent unauthorized access to food storage, display, and preparation areas
 - (Example: Condiment containers monitored and tethered)

Additional Reminders – Fire safety

- **FIRE PREVENTION AND SAFETY REGULATIONS for Vendors**
- **The following are some items applicable to food vendors:**
 - All propane tanks connected for use and awaiting use by a vendor, shall be located a minimum of 10 feet from vendor structures, buildings, and heat producing appliances. They shall not be placed under a structure and shall be kept out of the public way.
 - All components of propane connections and cooking appliances shall be U.L. listed
 - All structures under which heat producing appliances are used must meet NFPA 701 fire resistance standards with proper labels affixed or accompanying documentation on site to prove fire resistance.
 - Vendor structures that do not meet NFPA 701 standards, shall not be located within 10 feet of heat producing appliances.
 - Solid fuel cooking, i.e. charcoal grills, wood burning grills are prohibited under all vendor structures regardless of fire resistance rating and shall be located at least 10 feet from all vendor structures and combustible overhangs.

(The above is provided as a reference to clarify some items applicable to food safety requirements. This list is not exhaustive. There are additional requirements. The information can be found in DCASE's website under Resources. You may also Contact Fire Prevention for additional guidance.)

Class Review / Quiz – Part I

- Is mechanical refrigeration required?
- Can you wash produce at a food booth during an event?
- Can you cut / chop meat at a food booth during an event?
- Is floor covering required?
- Does CDPH require the cooking and hot holding equipment to be under a tent?
- Are metal stem thermometers only required if you are cooking food at a booth?
- What temperature must hot food be kept at?

Class Review / Quiz – Part I (Answers)

- Is mechanical refrigeration required? **Yes, mechanical refrigeration shall be used.**
- Can you wash produce at a food booth during an event? **No, it must be done at the commissary/restaurant.**
- Can you cut / chop meat at a food booth during an event? **No, it must be done at the commissary/restaurant.**
- Is floor covering required? **It depends on the surface.**
- Does CDPH require the cooking and hot holding equipment to be under a tent? **Yes, there is an exception based on fire safety.**
- Are metal stem thermometers only required if you are cooking food at a booth? **No, they are always required to take the temperature of TCS foods.**
- What temperature must hot food be kept at? **135°F or above.**

Class Review / Quiz – Part II

- What temperature must cold food be kept at?
- Will the CDPH inspector accept a copy of the SFVC onsite during the inspection?
- Is dishwashing (3 buckets) allowed at the food booth?
- When will food be required to be discarded?
- Can food booths share a handwash sink?
- How many handwash sinks are required per booth?
- Which violations will result in CDPH stopping the food operation at an event?



Class Review / Quiz – Part II (Answers)

- What temperature must cold food be kept at? **41°F or below.**
- Will the CDPH inspector accept a copy of the SFVC onsite during the inspection? **NO, the PIC needs the valid/original SFVC.**
- Is dishwashing (3 buckets) allowed at the food booth? **NO, must have enough utensils at festival.**
- When will food be required to be discarded? **Some examples are improper temperature or cross-contamination.**
- Can food booths share a handwash sink? **Yes, depending on the location of hand sink and size of booth.**
- How many handwash sinks are required per booth? **At least one, depending on size and layout of booth. Handwash sinks must be easily accessible.**
- Which violations will result in CDPH stopping the food operation at an event? **A couple examples are no person in charge with summer certificate or no mechanical refrigeration.**

★ Special Event Updates for 2026

- The Chicago Department of Public Health (CDPH) updated special event applications in 2025.
 - Ensure you are using latest version
 - Complete application, incomplete applications will not be processed.
 - **Refer to DCASE's website for updated food vendor applications**
 - [City of Chicago :: Special Events Permit Application](#)



Thank You!



Chicago.gov/Health



HealthyChicago@cityofchicago.org



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