



Mobile Food Truck Program: Rules and Regulations

In an effort to address an inadequate diversity of food offerings available to taxi drivers, Chicago Department of Aviation (CDA) has established mobile food stands to attract a variety of cuisines and offerings. Mobile food vendors licensed under the City of Chicago's Department of Business Affairs and Consumer Protection's (BACP) mobile food vehicle program will be allowed to participate at O'Hare.

Operational rules under the BACP program are in effect while vendors are at O'Hare, unless otherwise outlined in CDA's rules/regulations or passed by way of amendments to the municipal ordinance covering mobile food vendors. The following rules have been adopted by CDA for mobile food vehicles operating at O'Hare International Airport:

1. All mobile food vendors must apply for access to operate at one of the airport's designated mobile food stands. The fee for access is \$100 for a six month period or \$200 for a one year period. Approval must be obtained from the Chicago Department of Aviation (CDA). Prior to approval, CDA will contact BACP to determine if vendor is licensed and in good standing. CDA will provide a decal to be affixed on the truck(s) to demonstrate proof of access.
2. CDA will only accept cashier checks or money orders from mobile food vendors for the payment of the fee. CDA will submit the check along with an internally generated billing instruction to the City of Chicago Accounting department. The billing instruction will include the vendor's name, address and federal tax identification number. A paid invoice will be generated and sent to the vendor as proof of payment.
3. The access fee allows mobile food vendors to operate one truck per day, unless additional access fees are paid to CDA.
4. The following locations are authorized as designated mobile food stands at O'Hare International Airport, for use by approved mobile food vendors. Each mobile food stand will be marked "Mobile Food Stand" and have signs posted. The location includes the number of parking spaces, hours of operations, truck schedules and preferred food offering for the time slot. CDA has identified five general food offerings to support the various time slots- Breakfast (B), Coffee (C), Lunch (L), Snack (S) and Dessert (D).
 - a. Commercial Vehicle Holding Area located at 5600 Bessie Coleman Drive (**3 spaces**). Proposed hours of operation are 5:00 am to 12:00 am, Sunday thru Saturday.
 - 5:00 AM – 10:00 AM (B, C, S)
 - 10:00 AM – 6:00 PM (L, S, C, D)
 - 6:00 PM – 12:00 AM (L, S, C, D)



Mobile Food Truck Program: Rules and Regulations

- b. Administration Building #804 located at 10510 W. Zemke Road (**1 space**). Proposed hours of operation are 6:00 am to 6:00 pm, Monday thru Friday.
 - 6:00 AM – 10:00 AM (B, C, S)
 - 10:00 AM – 2:00 PM (L, S, C, D)
 - 2:00 PM – 6:00 PM (L, S, C, D)
- c. Airport Maintenance Complex Building #502 (**1 space**). Proposed hours of operations are 6:00 am to 4:00 pm, Monday thru Friday.
 - 6:00 AM – 9:00 AM (B, C, S)
 - 9:00 AM – 4:00 PM (L, S, C, D)
- d. Suburban Taxi Lot (**1 space**). Proposed hours of operation are 6:00 am to 10:00 pm, Sunday thru Saturday.
 - 5:00 AM – 10:00 AM (B, C, S)
 - 10:00 AM – 6:00 PM (L, S, C, D)
- e. TNP Rideshare Lot off Balmoral Avenue (**2 spaces**). Proposed hours of operation are 6:00 am to 10:00 pm, Sunday thru Saturday.
 - 6:00 AM – 10:00 AM (B, C, S)
 - 10:00 AM – 2:00 PM (L, S, C, D)
 - 2:00 PM – 6:00 PM (L, S, C, D)
 - 6:00 PM – 10:00 PM (L, S, C, D)
 - and
 - 6:00 AM – 10:00 AM (B, C, S)
 - 10:00 AM – 6:00 PM (L, S, C, D)
 - 6:00 PM – 10:00 PM (L, S, C, D)
5. Mobile food vendors operating at O'Hare are exempt from the requirements of section 7-38-115 (Operational requirements) of the City Ordinance. The exemption allows trucks to park for more than a two hour period, without moving.
6. Approval Process- All mobile food vendors interested in operating at O'Hare, must be licensed under the City of Chicago's mobile food truck program and in good standing. An outline of the airport's program will be made available on CDA's website www.flychicago.com. The website will include all pertinent documents, including the access authorization, list of mobile stands, hours of operations and CDA contact information.



CDA Mobile Food
Vendor Program



Mobile Food Truck Program: Rules and Regulations

7. Scheduling- In order to meet the customer demand's, scheduling and rotations for food stands will be managed by CDA. The Commissioner of CDA reserves the right to make changes to the operations at specific food stands.
8. Security Protocols- All mobile food vendors will be required to adhere to all security protocols implemented by CDA. The measures may vary and will be consistent with requirements established by TSA and CDA Security.
9. Insurance- Mobile Food Vendors must evidence a minimum of \$1 million in general liability / \$2 million aggregate and \$ 1 million in automobile insurance. The certificate must indicate Chicago Department of Aviation as "Certificate Holder" and as "Additional Insured".
10. Enforcement- Mobile Food Vendors are subject to the same enforcement measures under the BACP program. All health and inspection protocols and requirements under the current program will remain in effect.
11. Participation in the program and/or payment of the access fee, does not provide mobile food vendors with rights to participate in CDA's airport concessions program.