Chicagoland Halal Fest 2026 - Vendor Participation Agreement

Organized by Illinois Muslim Chamber of Commerce (ILMCC) and The Halal Group (THG)

Thank you for your interest in participating as a vendor at the Chicagoland Halal Fest 2026, previously known as Naperville Halal Fest, one of the largest outdoor Muslim community events in the Chicagoland area.

Event Details

Location
Kane County FairGrounds

525 S Randall Rd,

St. Charles, IL 60174

Dates and Hours
Saturday, August 8, 2026 — 12:00 PM to 11:00 PM
Sunday, August 9, 2026 — 12:00 PM to 10:00 PM

Expected Attendance
20,000+ attendees over two days

Vendor spaces are limited and will be allocated on a first-come, first-served basis.

All required documents must be submitted by:
June 23rd, 2026 – 5:00 PM CST

Failure to meet the deadline may result in forfeiture of your reserved vendor slot.

Vendor Categories

This agreement applies to all vendor types participating in Chicagoland Halal Fest, including:

Food Vendors
Merchandise Vendors
Service Providers

Business / Corporate Vendors
Nonprofit Organizations
Community Organizations
Sponsor Booths
Business Tent Vendors

Important Note
All vendors must comply with the general rules below. Additional requirements apply specifically to Food Vendors.

Section 1 — General Rules (Applies to ALL Vendors)

1. Compliance

All vendors must comply with all applicable local and state laws, health and safety regulations, fire safety requirements, event policies, and halal standards where applicable.

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2. Booth Package Provided by Organizers

Each vendor booth includes:

10 ft x 10 ft tent
One table
Two chairs
Basic electricity- 1 Outlet (110V outlet)
Access to a water point, if applicable

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3. Vendor Responsibilities

All vendors are responsible for:

Setup and teardown
Staffing their booth
Processing transactions
Maintaining cleanliness
Ensuring safety of equipment

Bringing any additional tables, chairs, or supplies needed
Providing their own operational equipment and materials

All vendors must bring extension cords

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4. Restrictions

The following are not allowed without prior written approval:

Additional tents or structures
Heavy equipment
Large generators
Unauthorized equipment

Important Exclusivity Policy
No vendor, including food vendors, may sell water or sports drinks of any kind. The sale of water is exclusively reserved for the event organizers.

Contact event staff before bringing any special equipment or items requiring clarification.

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5. Booth Operations

Each vendor is solely responsible for its own booth operations, including setup, staffing, customer service, transactions, cleanliness, and safety during event hours.

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6. Booth Assignment

If a booth is selected by the vendor or assigned by ILMCC, the booth assignment is final. No changes will be permitted without written approval from the organizers.

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7. Event Hours and Teardown

Saturday
Sales end promptly at 11:00 PM CST. Vendors must properly cover and secure all items overnight.

Sunday
Sales end promptly at 10:00 PM CST. Teardown must be completed by 11:00 PM CST.

Late departure penalty:
$500 per hour

This policy will be strictly enforced.

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8. Overnight Storage

Vendors are responsible for properly covering and securing all items at their booths overnight. While security personnel may be on duty, ILMCC and THG are not responsible for any loss, theft, or damage.

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9. Product Standards

All items sold or displayed must be as represented and appropriate for a family-friendly public event.

All food items must be halal-certified, and documentation may be required.

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10. No Sales Guarantee

Participation in the event does not guarantee sales, revenue, traffic, or attendance outcomes.

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11. Cancellation Policy

45 or more days before the event:
Full refund less a 10% administrative fee

45 days or less before the event:
No refunds

ILMCC reserves the right to cancel vendor participation in exceptional circumstances. In such cases, a full refund may be issued at the organizers' discretion.

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12. Force Majeure

ILMCC and THG shall not be liable for failure to perform obligations due to circumstances beyond reasonable control, including but not limited to:

Severe weather
Natural disasters
Government mandates
Utility failures
Pandemics or public health emergencies
Civil unrest
Acts of terrorism

In such cases, the event may be modified, postponed, or canceled, and no refunds may be issued.

13. Media Release and Promotional Rights

Vendor grants ILMCC and THG the irrevocable and royalty-free right to use the vendor's name, logo, promotional materials, and event-related photos or videos for promotional, archival, and marketing purposes across all media platforms.

14. Indemnification

Vendor agrees to indemnify and hold harmless ILMCC, THG, and College of DuPage from any claims, losses, damages, or liabilities arising from the vendor's operations, products, staff, or participation in the event.

15. Waste Disposal and Cleanliness

Vendors must remove all trash, food waste, grease, recyclables, and booth-related materials. The booth area must be left clean and orderly upon departure.

Failure to comply may result in:

A $500 cleaning fee
Disqualification from future Illinois Muslim Chamber of Commerce events

Section 2 — Additional Requirements for FOOD Vendors ONLY

The following requirements apply only to vendors preparing, handling, or selling food.

1. Insurance Requirement

Food vendors must provide General Liability Insurance with minimum coverage of $2,000,000.

Dates – August 7th to August 10th, 2026 (Includes setup and teardown dates as well)

The Certificate of Insurance must list all of the following as both Additional Insured and Certificate Holder:

- Kane County Fair Grounds
- Illinois Muslim Chamber of Commerce
- The Halal Group

Deadline:
June 23rd, 2026

2. Temporary Food Permit

Food vendors must obtain the required Kane County Temporary Food Permit.

For permit details and application information, visit the Kane County Health Department website.

Kane County Temp food service application

Kane County Temporary Food Service Establishment Regulations

Deadline:
June 23rd, 2026

3. Required Food Vendor Equipment and Operations

Food vendors must provide and maintain:

A fire extinguisher with minimum 2A10BC rating
A handwashing station
Soap and/or sanitizer
All cooking equipment
Utensils and disposables

Tarps to cover the floor 10 x 10 or 20 x20 based on booth size

Extension cords
Any additional chairs or tables needed
Any additional approved equipment required for their operations

4. Water, Commissary, and Grey Water Requirements

If applicable to their operation, each food vendor must have access to a valid commissary location where they can obtain water and properly dispose of grey water.

Each food vendor must also have:

A grey water collection container on site during the event

Grey water may not be disposed of:

In the grass
On the parking lot
Anywhere on event grounds other than through proper disposal procedures

Food vendors are solely responsible for compliance with all water, wastewater, health department, and commissary requirements applicable to their operation.

Section 3 — Requirements for NON-FOOD Vendors

This section applies to merchandise vendors, service providers, nonprofit organizations, business vendors, corporate exhibitors, and community organizations.

Non-food vendors are not required to provide:

General Liability Insurance
Kane County Temporary Food Permit

Unless otherwise required by the venue, the nature of their activity, or specific written instruction from the organizers.

Non-food vendors must still comply with all general event rules, booth policies, and operational requirements outlined in this agreement.

Section 4 — Submission Requirements

All vendors must submit the applicable required documents by June 10th, 2026.

Required for All Vendors

Signed Vendor Agreement
Completed vendor application, if applicable
Payment confirmation
Description of products or services

Additional Requirements for Food Vendors

Certificate of Insurance
Temporary Food Permit
Any required halal or food safety documentation

Section 5 — Suggestions for Vendor Success

To help create a successful event experience, vendors are encouraged to:

Follow Chicagoland Halal Fest updates on social media
Promote their participation on social media
Offer samples, demonstrations, or creative engagement ideas where appropriate
Maintain a clean, organized, and welcoming booth
Interact respectfully and warmly with all attendees
Stay informed about event schedules and announcements
Collaborate positively with other vendors when possible

Any questions, please reach out to halalfest@ilmchamber.org

Section 6 — Dispute Resolution

If a dispute arises, the parties will first attempt to resolve it amicably within 45 days. If resolution is not reached, either party may initiate mediation or another mutually agreed alternative dispute resolution process prior to legal action.

Jurisdiction shall remain in Kane County, Illinois.

Vendor Acknowledgment

By signing or submitting participation materials for Chicagoland Halal Fest 2026, the vendor acknowledges and agrees to all rules, requirements, policies, deadlines, and obligations outlined in this agreement.