



BUSINESS EDUCATION WORKSHOPS BACP

The City of Chicago Department of Business Affairs & Consumer Protection (BACP) offers **FREE** business workshops every Wednesday and Friday at City Hall, 8th Floor. To register for a workshop call [312-744-2086](tel:312-744-2086). You also can register by emailing BACPoutreach@cityofchicago.org.

5/2 What You Need To Know About Business Insurance **9:30 to 11:00 a.m.**

Presented by Sandra Cavoto, Farmers Insurance

Starting a new business can be difficult, and being covered by insurance when the unexpected happens is essential to being successful. There is enough to worry about with the business, and it is the insurance company's responsibility to worry about your liability, losses, worker's compensation, and more. This workshop is designed to show you the ins and outs of commercial insurance, and everything that is included to help you understand what you need for your specific business.

5/7 City Inspections - Ask Questions, Get Answers **3:00 to 4:30 p.m.**

Presented by the City of Chicago

To operate a successful business in Chicago you must know the requirements. Talk to officials from four City departments who will provide insight to operate safely, stay compliant, help prepare for inspections and point out the do's and don'ts of operating your business. Don't miss this workshop!

5/9 What You Need to Know to Start Your Own Business **9:30 to 11:00 p.m.**

Presented by Mariana Noli, Ladas & Parry, LLP

What do you need to know to start and stay in business? Join us and learn how you get started. This seminar will give you an overview of the basic concepts you will need to know to get your business up and running. This workshop will cover drafting your business plan, choosing the right entity formation under which to operate your business. It will touch social media do's and don'ts to protect your company, and explore funding options.

5/14 Business Licensing 101

3:00 to 4:30 p.m.

Presented by

The City of Chicago Department of Business Affairs & Consumer Protection

Learn the basics of obtaining a business license in the City of Chicago. We will discuss what our Small Business Assistance Center can do for you, the 3 simple steps to obtain a business license, and the resources that are available for you and your business. Let us help you get your business started!

5/16 How to tie Social Media into your other marketing efforts?

9:30 to 11:00 a.m.

Presented by Brandon Lewin, Cardinal Path

Social media is just one piece of a small business marketing strategy that makes your business grow. What other marketing channels do you need for your business to flourish? How can you use social media with a multi-channel marketing approach? In this workshop, you discover the best ways to tie all your marketing efforts into a recipe for success.

5/21 JOC Information Session

3:00 to 4:30 p.m.

Presented By Dwayne Pierre-Antoine, The Gordian Group

A Job Order Contract (JOC) is another delivery method for the City of Chicago to procure construction services. JOC is a firm fixed price, competitive bid with indefinite quantity, delivery method designed to produce a large number of multi-traded, repair and rehabilitation projects, as well as, minor new construction projects quickly.

5/23 How to Obtain a Mobile Food Dispenser/Preparer License

9:30 to 11:00 a.m.

Presented by the

City of Chicago Department of Business Affairs & Consumer Protection

Are you interested in operating a food truck in the City of Chicago? Then come and learn how you may obtain a Mobile Food Dispenser (MFD) or Mobile Food Preparer (MFP) business license. We will be discussing the MFD/MFP licensing process including inspections, the application, mobile food vehicle, and operational requirements, as well as the optional pre-application Mobile Food Vehicle Assessment.

5/28 How to Become Certified

2:00 to 3:00 p.m.

Presented by the City of Chicago Department of Procurement Services (DPS)

This workshop will provide an overview of the five certification programs currently offered by the City of Chicago: Minority Owned Business Enterprise (MBE), Women Owned Business Enterprise (WBE), Business Enterprises Owned and/or Operated by Persons with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). Receive information regarding the application process and how to avoid the most common mistakes applicants encounter when submitting their applications.

Doing Business with the City of Chicago

3:15 to 4:30 p.m.

This information is designed to outline the role and responsibility of the Department of Procurement Services, and how the City's purchasing process works. This workshop is ideal for companies looking to do business with the City of Chicago.

5/30 Protecting Your Restaurant: Legal Considerations

9:30 to 11:00 a.m.

Presented by Lema Khorshid

Before opening the doors to your new restaurant, it's important to be aware of legal risks that exist so that you can properly protect your business. This presentation will first explore different sources to fund your business venture and teach you some basic principles of how to protect yourself in the claws of litigation. We will also discuss intellectual property laws and provide practical approaches on how to implement a solid intellectual property plan. Finally, we will look at important employment laws as well as review restaurant space lease agreements to help demystify confusing legalese and provide tips for finding the best restaurant location.

[Click here](#) to view full monthly calendar. All workshops are free and are located at the City of Chicago Department of Business Affairs & Consumer Protection - City Hall, 121 N. LaSalle St., Chicago, Room 805.



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and Consumer Protection
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