

# Vendor Food Guidelines at the Overland Park Convention Center

Please refer to the Temporary Food Service in Overland Park pamphlet for food guidelines required by the City of Overland Park. The following guidelines are specific to the Overland Park Convention Center and should be considered an extension of the city's guidelines.

**Requirement for Distribution:** Food samples must not be greater than two ounces (2 oz.), must be manufactured, processed or distributed by the exhibiting company, and must be related to participation in the event. Pre-packaged items must also be no greater than two ounces (2 oz.). No alcohol sales or sampling of any kind will be permitted.

## Requirements of Food Exhibitors:

1. Wear gloves and change gloves that contact people or the floor.
2. Become familiar with water locations for hand-washing and ware-washing in the facility.
3. Wash hands at least every two hours or whenever gloves are changed.
4. Sneeze-guard protection must be provided in order to guard food from contamination. If a physical sneeze-guard is not provided, exhibitors must control the disbursement of proportioned food within the reach of the general public OR not leave unprotected food within the reach of the general public.
5. Animals are not permitted within 50 feet of any food vendors.

**Requirements for Washing Utensils:** To wash utensils on-site, make arrangements in advance through the OPCC Events Department. A small fee may be required for use of convention center facilities.

**Food Sales:** Please contact your event manager if you have any vendors interested in selling edible merchandise, as it will need to be approved by OPCC. Please note that a fee may be required. Contact your Event Manager for further information

**Food Prep:** If you would like to request the usage of OPCC facilities to assist with food prep, please contact your Event Manager for rules and pricing.



**OVERLAND PARK**  
K A N S A S  
CONVENTION CENTER

913.339.3000 | [www.opconventioncenter.com](http://www.opconventioncenter.com)

## Vendors: How to Apply for Temporary Food Vendor Permit

1. Vendor must first register on ePLACE. ([www.opkansas.org/eplace](http://www.opkansas.org/eplace))
  - a. Step-by-step instructions to register can be found on attached “ePLACE Registration Guide”
2. Once registered, you will need to Log In to ePLACE to Apply for a “Temporary Food Vendor Permit”
  - a. <https://energov.opkansas.org/CSS/SelfService#/home>
  - b. Click the Apply menu to see all available permits.
  - c. You will be applying for “Special Events: Temporary Food Vendor Permit”
  - d. Description: Name of your business.
  - e. Add Location: Your Business Location
  - f. Add Attachment: This is a required step to upload your current license/commissary
  - g. Event ID: You will need the SEP number from the Show Promotor to complete application**
  - h. Follow prompts to complete application.
3. Your application will be sent to the health inspector for approval. Once approved, you will receive an email with an invoice for the \$10 permit fee.
  - a. To submit payment, log back into ePLACE.
  - b. If the fee is not already in your shopping cart, choose the View menu and select ‘My Invoices’.
  - c. Choose unpaid and Add to Cart.
  - d. Once the payment is submitted, you will receive a receipt in the email provided.

**Each vendor is responsible for applying for their ‘Temporary Food Vendor Permit’ via the ePLACE website no later than 2 weeks before the event date.**