

Hello Good Living Expo Vendors,

Based on your products, we believe you may be sampling food/drinks at the 2021 Good Living Expo. If you will NOT be offering samples, please let me know ASAP so I can remove you from our list of who needs sampling permits.

If you ARE sampling or selling food/beverages, you are required to obtain a Sampling Permit from the City of Overland Park. **The deadline to obtain a permit is Dec. 22, 2020.**

The city is very strict on this deadline and there will be no exceptions!

Below are instructions on how to apply for the permit as well as an attachment with the sampling regulations.

Vendors: How to Apply for Temporary Food Vendor Permit

Vendor must first register on ePLACE. (www.opkansas.org/eplace). If you have sampled at OPCC before you will already have registered and can skip this step but you will need to know your login information.

Once registered, you will need to Log In to ePLACE to Apply for a “Temporary Food Vendor Permit”

1. <https://energov.opkansas.org/CSS/SelfService#/home>
2. Click the Apply menu to see all available permits.
3. You will be applying for “Special Events: Temporary Food Vendor Permit”
 4. Add Location- it’s not needed you can select NEXT
5. Description: Name of your business
6. Add Attachment: This is a required step to upload your current license/commissary
7. **Event ID:** Permit Number: **SEP2021-00549**
8. Follow prompts to complete application.

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.