

TEMPORARY FOOD VENDOR PERMIT REGISTRATION INSTRUCTIONS!

NOTE: You MUST submit this online NO LATER THAN 6/7/19

Step 1. Set up an ePLACE account. Once you set this up once, you can use it for all Overland Park events.

ePLACE Initial Registration

You may use any web browser or mobile device to access ePLACE. However, a computer is recommended when registering instead of your mobile device. <https://energov.opkansas.org/CSS/SelfService#/home>

Step 1 of 3

1. Enter your email address.
2. An email will be sent to your email inbox to verify you entered the correct email.
3. Open the email from EnerGov_NoReply@opkansas.org and select "Confirm".

Step 2 of 3

4. A new ePLACE window will open with your email displayed. You will receive one of these messages:
 - a. If your email is already in the system, you will be asked 'Is this you?' If yes, Log In to be connected to your records
 - b. If you have not done business with the Overland Park City since April 2017 and are not in the system, select 'Register'.

Step 3 of 3

Enter your personal information. Red asterisk indicates a required field.

Password Requirements:

1. At least (8) characters in length.
2. At least one digit ('0'-'9')
3. At least one uppercase (A-Z)
4. At least one lowercase (a-z)

Enter Address:

1. Begin typing your address. When you see your address populate below, simply select it in order for all fields to auto populate.

I'm not a robot:

1. You must select the checkbox of "I'm not a robot" and receive the green checkmark before hitting Submit.

NOTE: If you do not select the address from the dropdown list, you will be asked to select individual pictures from a variety of pictures before being able to see the green checkmark.

Thank you for Registering:

Upon successful registration, you will see a message: 'Thank you for registering for an account. Your account is now active and ready to be used.'

Log In

Select Log In to take you back to the home screen to log in with your email address and password that you just created.

Step 2. Apply for a Temporary Food Vendor Permit

USE our event number: SEP2019-00278

1. Once registered on ePLACE, you will need to Login 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 the available permits
 - c. You will be applying for the “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: SEP2019-00278
 - h. Follow prompts to complete application

Step 3. Payment

Once approved, you will be emailed a link to pay the \$10 sampling fee by the City of Overland Park. We no longer collect payment for permits.

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.

