

#### 4. Workers may not work if they have:

- Boils, infected wounds, or acute respiratory infections

#### 5. Workers may not:

- Eat or smoke in any food prep, service, or dishwashing area.
- Beverages are allowed if they are in closed containers with secured lids and straws or sip lids.

#### Do I need an enclosed tent or trailer?

You will need to provide an enclosure that:

- Protects the operation from the weather.
- Has a floor of tight fitting wood, plastic sheeting, concrete, asphalt, metal, or other washable material (carpet is not allowed).
- Prevents the entrance of insects (screening no larger than 16 mesh to the inch).
- Has counter service openings no larger than necessary that are provided with tight-fitting doors or fans to restrict the entrance of flying insects.

**Or**

- You need to cover and protect food items from air-borne contaminants at all times or provide a fan that blows across all dispensing and serving areas.

#### Anything else?

- Young children and animals are not allowed in food prep, service, or dishwashing areas.
- Make sure you have adequate water available for handwashing, cleaning and dishwashing.
- All food and food related items must be stored at least 6 inches above the floor/ground.
- All unwrapped utensils must be stored handle-up to prevent direct hand contact with food contact surfaces.
- Food must come from an approved source
- Preparing food in unlicensed home kitchens are not approved.

#### Permits and inspections

Check with the Planning and Development Services Department (913-895-6217) to see if any other permits are required. A SEP may be required in addition to a temp food service permit. Contact Community Services at 913-895-6270.

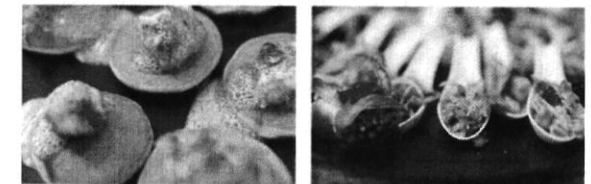
# Temporary Food Service in Overland Park

**Community Services**

**8500 Antioch Rd**

**Overland Park, KS 66212**

**Ph. (913) 895-6270 • [www.opkansas.org](http://www.opkansas.org)**



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## Temporary Food Service 7.12.8 – 302.15 OPMC

### Do I need a permit?

Temporary food service operations in Overland Park need a temporary food service permit. Vendors who serve prepackaged foods from an approved source (such as chips and candy bars) do not require a temporary food service permit.

Although a Special Event Permit may be required, establishments with a current year-round food service license may hold outdoor events at their licensed establishments without obtaining a Temporary Food Service Permit. Establishment should check with the City of Overland Park Planning Department at 913-895-6217 to verify whether a Special Event Permit is required for their event.

### How do I obtain a permit?

Food vendors are responsible for submitting an application online at ePlace and paying the application fee. The following link <https://energov.opkansas.org/CSS/SelfService#/home> takes you to ePlace where you will need to Register/Sign up with your email before applying for a permit. If you are registered please sign in and select the permit application: Special Event-Temp Food Vendor. **All temporary food applications are due 2 weeks before an**

**event.** Application fees will not be invoiced until approved by the Code Compliance Officer. Fees must be paid no later than 2 days before the event start date. Fees may be paid online, by mail, via phone or in person at the office. Office hours of operation are 8am-5pm, Monday through Friday. Call (913) 895-6270 for questions or concerns. Temporary food service permits are valid for the duration of the event and will be issued by the Code Compliance Officer. Operation of a temporary food establishment without a permit may result in the issuance of a Notice to Appear in Overland Park Municipal Court.

### **INFORMATION FOR FOOD VENDORS**



#### **What may I serve?**

In order to minimize risk, temporary food service operators who do not hold a current year-round food establishment license are restricted to items requiring minimal on-site preparation, such as hot dogs, bratwurst, or other similarly cased products.

Although there are no menu limitations for establishments with a current year-round food service license; a temporary food application, permit and inspection are required.

#### **What are the operating requirements?**

##### **1. Keep hot foods hot & cold foods cold**

- Hot foods: 135° F or above (e.g.: hot dogs and bratwursts)
- Cold foods: 41° F or below (e.g.: cheese, milk, sour cream, cut tomatoes and other potentially hazardous foods)

##### **2. Protect the food**

- Keep food covered as much as possible and store in covered containers.
- Keep grill closed as much as possible.
- Use utensils for serving and have extras available.
- Bare hand contact with ready-to-eat food is prohibited.

##### **3. Keep ice protected**

- Ice must be from an approved source (commercially made).
- Use a washable, handled scoop to serve ice.
- Ice used for cooling may not be served in drinks.
- Use a washable container-no Styrofoam coolers.

##### **4. Protect plastic ware and plates**

- Keep plates, napkins, utensils, etc. at least 6 inches off the floor/ground.
- Keep covered or store inverted to prevent contamination.

#### **What about cleaning?**

Use clean clothes or sponges to clean food contact surfaces, and keep them in a bucket of sanitizer solution when not in use. Approved sanitizers include:

- Chlorine (bleach): 50-100 PPM
- Iodine: 12.5-25 PPM

- Quaternary ammonia: 200-400 PPM

Make sure you have test strips available in order to monitor concentrations. Certain over the counter cleansers are also allowed. Contact Community Services at 913-895-6270 for more information.

#### **What about washing utensils?**

You need to have an adequate number of extra cleaned and sanitized utensils available at all times. Use disposable utensils, or you can wash utensils during the event. If you choose to wash utensils on site you must:

**Set up 3 separate containers for use while you are in operation. (Wash, rinse & sanitize)**

#### **Any requirements for my workers?**

**1. Keep hair restrained with a cap, hairnet or hair tie.**

**2. Wear clean clothes at all times.**

**3. Wash hands:**

- Before starting work
- After using restroom
- After eating, drinking, or smoking
- After engaging in any activity that may contaminate the hands.

If a sink with running water is not available, you may use a water container which has a free flowing water spigot, hand soap, hand sanitizer, and paper towels.

## 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.**

# 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.



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



