

TEMPORARY FOOD VENDOR BOOTH REQUIREMENTS

Below is a list of the requirements the City will be looking for when they conduct inspections of the food operations at the Overland Park Convention Center. Vendors will not be allowed to serve until they pass the inspection. Vendors who have not been inspected before the start of the show will not be permitted to serve without a sign off from the inspector. Please be on time and ready for inspections.

- ✓ ***The floor in your booth must be smooth, washable and non-absorbent. If you are set up on carpet, you must cover with a smooth, washable floor cover.**
- ✓ The Overland Park Convention Center will have hand wash stations with running water, soap and hand towels available on the event floor.
- ✓ Staff handling exposed foods will need a supply of gloves.
- ✓ Sanitizer is required for working surfaces. You may use quat or chlorine wiping buckets/spray bottles. Have test strips to measure the proper concentration of the solution. A supply of Clorox Wipes is also approved and an easy alternative.
- ✓ Food should be kept under sneeze protection. This includes portable sneeze shields, covered dishes, domed trays, or plastic wrap.
- ✓ *Staff members should have proper hair restraints. Staff with longer hair should keep it tied back, under a hair net/ hat, or the hair can be heavily sprayed.
- ✓ A supply of extra serving utensils is needed in case one should fall on the ground or become contaminated in any other manner. You may also choose to use disposable plastic utensils.
- ✓ Cold food is to be held cold at 41 degrees and below.
- ✓ Hot food is to be held hot at 135 degrees and above. Two large sterno cans should be used for chaffing dishes.
- ✓ Thermometer(s) are required if applicable.
- ✓ Food and single service items such as cups, plates, napkins, etc. are not allowed to be stored on the floor. Product is to be kept at least six inches above the floor.

- ✓ Eating is not approved by staff members inside the booths (this includes chewing gum or eating mints).

- ✓ Drinking by staff members is approved inside the booths as long as employees drink out of closed containers (containers with secure lids and straws or sip lids).