

## 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.**