
Frequently Asked Questions



Where is the Missouri State Fairgrounds Events Office and/or Business Office Located?

Our offices are located between the Mathewson Exhibition Center and the Lowell Mohler Assembly Hall just inside of Gate 6A. Office hours are Monday–Friday, 8 am to 12 pm and 1 pm to 5 pm. Hours change during Missouri State Fair each August. The Missouri State Fairgrounds Office is closed on state and federally observed holidays.

Phone Number: 660-530-5600

Address: 2503 W 16th St., Sedalia, MO 65301

Can I Come Look at the Building/Space I Rented?

Buildings are kept locked when not in use. If you are interested in making an appointment to see spaces or discuss details, simply call the office at 660-530-5600 or email Steven Sims at Steven.Sims@mda.mo.gov. Appointments and tours can be set during office hours only.

How Can Payments be Made?

The Missouri State Fair can accept cash, checks, and most major credit/debit cards. According to Missouri State Statute, there will be a 2% plus \$0.25 convenience fee charged for each credit/debit card transaction. The convenience fee cannot be refunded. There will be a \$25 fee for NSF or returned checks.

Checks should be made payable to the Missouri State Fair.

Payments are made by visiting the Business Office, Monday–Friday, 8 am to 12 pm and 1 pm to 5 pm. Business Office can accept credit/debit card payments in person or over the phone at 660-530-5601. Business Office is located at gate 6A, between the Mathewson Exhibition Center and Lowell Mohler Assembly Hall.

If applicable, a preliminary invoice is due 30 days prior to your event.

If applicable, a final invoice will be issued following the completion of the event.

Is my Facility Deposit Refundable?

No, the facility deposit is non-refundable. It is applied toward the total balance due.

Cancellation Policy

The sooner we (MSF) can be notified, the better. All monies paid can be refunded except for facility deposit.

Refund, if Applicable

If a refund needs to be issued after the event, it takes four to six weeks as it must go through the Treasury Department in Jefferson City. A check for the reimbursement will be mailed to the address we have on file. Lessee is responsible for updating billing/ mailing address. Refunds are not issued for rental of the Highway Gardens in the event of inclement weather.

Alcohol at Event

If you want an open bar at the event, an Alcohol Damage Deposit will be required. The fee is equivalent to the rent of the building and is refundable as long as there isn't any damage to the facility. The payment for the Alcohol Damage Deposit is deposited/cashed. If you have a cash bar, the Alcohol Damage Deposit will still be required and you will need to have a licensed and permitted bar service making/selling the alcohol.

Building Usage and Decorating:

- Keys will not be issued to any building. Opening/unlocking and closing/locking of buildings will be coordinated with Missouri State Fair staff.
- No open flames are allowed inside buildings. No helium balloons are allowed.
- Parking is first come, first served.

It is the responsibility of the lessee to supply all labor and material to decorate for your event. Anything of value should be removed at close of the event. Coordination of the removal of all rental items is the responsibility of the lessee.

Continued >

Frequently Asked Questions (Continued)



All rental items must be removed at the close of the event. The Missouri State Fair is not responsible for any item(s) that are lost, stolen or damaged. Any items left longer than three days will be disposed of by the MSF.

Lessee will not in any manner injure, mar or deface the building, facility or any equipment contained therein, and shall not cause or permit anything to be done such that the building, facility or equipment therein is injured, marred or defaced in any manner. Lessee shall not drive or permit to be driven any nails, hooks, tacks or screws into any part of the building, facility or equipment contained therein; will not make or allow to be made any alterations of any kind to the building, facility or equipment contained therein; and will not affix or permit to be affixed by adhesives to the building, facility or equipment contained therein any signs, posters, notices or graphics of any descriptions without the prior written consent of the Missouri State Fair.

Cleaning

Client is responsible for leaving the building or facility in a clean condition. If Missouri State Fair staff must do any additional cleanup following event, labor will be charged at current labor rates. In addition, lessee is responsible for cleanup and removal of materials requiring special handling, such as wood, scrap lumber, oily materials, etc.

Who do I Call if I Need Assistance?

Contract, Set Up, Billing Questions

Contact Steven Sims, Events Manager, at Steven.Sims@mda.mo.gov or 660-530-5600.

Assistance While on Grounds

Monday–Friday, 8 am to 5 pm, please call the office at 660-530-5600. After 5 pm Monday–Friday and over the weekend, please call our security event staff at 660-281-6336.

General Timeline

30 days after contract has been issued

- After a contract has been issued, you have 30 days to return the signed contract and required deposit for date and facility to be considered firm. If contract and/or deposit is not returned within by deposit due date, event may be cancelled and the facility opens up for other inquiries.

4–6 weeks prior to event

- Submit estimated table and chair count to MSF.
- MSF Staff will create and issue a preliminary invoice.

30 days prior to event

- Preliminary invoice paid in full.

2–4 weeks prior to event

- MSF Staff will reach out to get your setup needs.

Things we will need to know

- Tables needed—Round and/or rectangle and how many
- Chairs needed—Metal and/or white, banquet and how many
- Additional equipment needed—pipe and drape, risers/stage, electric panels, etc.
- If MSF is arranging/setting up—layout of building with table and chair locations
- Setup times—generally this will be the day before your event from 8 am to 8 pm
- Day of event time you need building opened/unlocked—generally 8 am to midnight (everyone must be off grounds by midnight, which means music or entertainment needs to be turned off by 11:30 pm to ensure everyone is off grounds by midnight)
- Cleanup time—generally this will be the day following your event from 8 am to 5 pm

If MSF must do any additional cleanup following event, labor will be charged per hour at the current labor rates.