



Missouri Department of Public Safety  
Division of Alcohol and Tobacco Control

**CHECKLIST OF REQUIREMENTS FOR TEMPORARY MANUFACTURER  
EVENT LICENSE**

**PROCEDURE FOR OUT OF STATE MANUFACTURERS TO BRING PRODUCT INTO  
MISSOURI FOR TASTING EVENTS**

THIS PROCESS IS LIMITED TO OUTSTATE MANUFACTURERS AND THE INSTATE MANUFACTURER HOST.

THE INSTATE HOST MUST HOLD A RETAIL BY DRINK LICENSE IN ORDER TO OBTAIN A CATERER PERMIT.

**ALLOW 10 – 21 DAYS FOR PROCESSING**

**FOR OUTSTATE MANUFACTURERS:**

1. APPLICATION FOR TEMPORARY MANUFACTURER EVENT PERMIT – Completed and signed.
2. LICENSE FEE – **Money Order or Cashier's Check** made payable to Missouri Director of Revenue. Fee is \$25.00. Licenses are valid for up to three (3) consecutive days.
3. OUTSTATE MANUFACTURERS STATE LIQUOR LICENSE – Copy of the applicant's valid state manufacturer's license.
4. TTB COLA (Certification of Label Approval) – A copy of the TTB COLA is required for each product being brought into the state for the event (which should also be listed on the application form).
5. LETTER FROM INSTATE MANUFACTURER – Verifying the instate manufacturer will pay the excise taxes due for the product listed as being brought in on the application.

**FOR THE INSTATE MANUFACTURER HOST:**

1. APPLICATION FOR TEMPORARY CATERER PERMIT – Completed and signed.
2. LICENSE FEE – **Money Order or Cashier's Check** made payable to Missouri Director of Revenue. Fee is \$10.00 per calendar date. A single application can be submitted for up to seven (7) consecutive days at a single location, with a maximum fee of \$70.00.
3. PROPERTY OWNER PERMISSION – Written notice from the property owner giving the applicant permission to sell/serve alcohol at a specific location on a specific date(s).



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\*Please note that the instate manufacturer must obtain a caterer permit prior to outstate manufacturers being able to obtain their temporary manufacturer event permits.

**RETURN DOCUMENTS TO:**

<b>District I – Kansas City</b>	<b>District II – Jefferson City</b>	<b>District III – St. Louis</b>	<b>District V – Springfield</b>
Division of Alcohol & Tobacco Control 8800 E. 63 <sup>rd</sup> Street, Ste. 180 Raytown, MO 64133  (816) 743-8888	Division of Alcohol & Tobacco Control 1738 E. Elm St. – Lower Level Jefferson City, MO 65101  (573) 526-4026	Division of Alcohol & Tobacco Control 7545 S. Lindbergh Blvd., Ste. 150 St. Louis, MO 63125  (314) 416-6280	Division of Alcohol & Tobacco Control 505 B East Walnut St. – (Lower Level) Springfield, MO 65806  (417) 895-5004
<b>Servicing:</b> Andrew, Atchison, Bates, Benton, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Pettis, Platte, Ray, Saline, Vernon, Worth	<b>Servicing:</b> Adair, Audrain, Boone, Callaway, Camden, Chariton, Clark, Cole, Cooper, Crawford, Franklin, Gasconade, Howard, Knox, Lewis, Linn, Macon, Maries, Marion, Miller, Moniteau, Monroe, Montgomery, Morgan, Osage, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, Warren, Washington	<b>Servicing:</b> Bollinger, Butler, Cape Girardeau, Dunklin, Jefferson, Lincoln, Madison, Mississippi, New Madrid, Pemiscot, Perry, Scott, St. Charles, St. Francois, St. Louis City, St. Louis Co., Ste. Genevieve, Stoddard, Wayne	<b>Servicing:</b> Barry, Barton, Carter, Cedar, Christian, Dade, Dallas, Dent, Douglas, Greene, Hickory, Howell, Iron, Jasper, Laclede, Lawrence, McDonald, Newton, Oregon, Ozark, Phelps, Polk, Pulaski, St. Clair, Reynolds, Ripley, Shannon, Stone, Taney, Texas, Webster, Wright