



User Guide

Marijuana Promotional Events

(Licensees)

Oregon Liquor & Cannabis Commission
December 30, 2025





OVERVIEW

Marijuana promotional events allow recreational marijuana businesses licensed by the OLCC to transport and exhibit marijuana items at trade shows or similar events. In 2025, the Oregon Legislature passed Senate Bill 558 (SB 558) which expanded licensee privileges at promotional events and trade shows. As of January 1, 2026, licensees have the privilege to sell or transfer products to one another and provide trade samples to other licensees and their employees.

Promotional events still require pre-approval from OLCC. A licensee must submit a Marijuana Promotional Event Application through OLCC's online licensing system (CAMP) and receive approval prior to holding an event. Only licensees who are specifically approved and agree to the Control Plan for the event may participate. This guide is intended to assist licensees in submitting a promotional event application via CAMP.

USER GUIDE

1. Log into the OLCC CAMP – Customer Portal Login
<https://camp.olcc.online/prod/webui/#>
2. From the home screen select the “Licensing” option

Home



PE

Permitting and Education

In Permitting and Education, you can obtain an alcohol service permit or a marijuana worker permit by completing educational requirements and passing the official test. You can also renew an existing permit, submit requests to update your personal information, or surrender your permit.

SELECT



L

Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.

SELECT





3. Then, select “Apply for License” on the next screen

Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor comments.

Select an Action

 **APPLY FOR LICENSE**

 **CREATE A COMMENT**

Dashboard

ACTIONS REQUIRED


LICENSES

COMMENTS

4. At the “Apply for a License” screen, select “Cannabis”

Apply for a License

Begin by selecting the appropriate license type from the options below.



Cannabis	>
Alcohol Retail Licenses	>
Alcohol Manufacturer/Wholesaler Licenses	>
Alcohol Special Event Licenses	>
Alcohol Out-of-State Permits	>
Alcohol Delivery and Other Approvals	>



5. On the next screen, select “Apply” in the “Marijuana Promotional Event” box

Cannabis

Recreational Marijuana Licenses

Please select one of the license types listed below to start a new license application.

Marijuana Promotional Event

Allows businesses licensed by the Commission to transport marijuana items, exhibit, and transfer marijuana items to other licensees and/or worker permit holders at a trade show or similar event.

APPLY

Recreational Processor

A Processor may process, compound, or convert marijuana or hemp into cannabinoid products, concentrates, and/or extracts.

APPLY

Recreational Producer

A Producer may plant, cultivate, grow, harvest and dry marijuana.

APPLY

Recreational Retailer

A Retailer may sell or deliver marijuana or hemp items directly to consumers.

APPLY

6. You should now see “New Special Event License” and “Getting Started”

New Special Event License

File Job Number

License Type

Event Type

Status: New

Getting Started

This is an application for a Marijuana Promotional Event. A promotional event is an event at which marijuana items are displayed pursuant to the requirements of OAR 845-025-1335. Since the implementation of 2025 SB 558, license privileges at promotional events have expanded to include transferring marijuana between licensees and providing trade samples to worker permit holders. The Commission may refuse to process any application that is not complete and/or not submitted at least 28 days before the event date.



Read through the section until you get to the bottom. Any questions/prompts with a red asterisk * are fields that are required to be completed. The red boxes in this guide indicate a required step.

We only collect personal information that is specifically required to provide you with a service or to complete items in a request or an application you plan to submit. We may use this information to identify you or contact you in relation to your request or application.

☐ I agree

Event Type *

Primary License *

Click the '+' sign to choose the existing licensee and then select the Primary license that this new license you are applying for will be related to.

<input type="checkbox"/>	Name	Type
<input type="checkbox"/>	[REDACTED] Farms LLC	Limited Liability Comp...

Primary License *

License Overseen by Authorized Representative *

☐ Yes ☒ No

Will anyone aside from an applicant or owner within the legal entity be designated as an Authorized Representative to oversee licensing and compliance matters on behalf of the licensee? Examples of an Authorized Representative may include but are not limited to a business manager, compliance manager, or a third-party entity such as a lawyer, compliance specialist, or consultant who helps with licensing activities.

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If you hold multiple licenses, be sure to select the license you intend to use for the event under "Primary License." When complete, select the "Next" box.



7. The next screen requires you to provide details for the event.



New Special Event License

File Job Number: - License Type: - Event Type: Public Event

Status: New

1

GETTING STARTED

2

EVENT INFO

3

QUESTIONS

4

DOCUMENTS

5

FINISH

Event Name *

The name of the event taking place

Location Name *

The name of the location where the event will be taking place

County *

Address *

The address of the location where the event will be taking place. Please add street address, city, and zip code.

Event Date(s) *

The dates when the event will be taking place, including any auction and delivery dates.

Number of Event Days *

Event Hours of Operation *

The hours when the event will be taking place


Event Contact Information *

← PREV



NEXT →

Please fully complete the “Event Information” textboxes. Be sure to include a phone number & email address under the “Contact Information” box. Select “Next” when complete.

NOTE: It is a good idea to select the green save button  at the bottom of the screen to save your progress as you proceed.



8. Screen 3 requires you to answer a series of questions:

The screenshot shows the 'New Special Event License' application interface. At the top, there's a calendar icon with a star and the title 'New Special Event License'. Below the title, it says 'File Job Number', 'License Type', and 'Event Type' with a dropdown menu set to 'Public Event'. The status is 'New'. A progress bar at the top shows five steps: 'GETTING STARTED', 'EVENT INFO', '3 QUESTIONS', '4 DOCUMENTS', and 'FINISH'. The 'QUESTIONS' step is currently active. Below the progress bar, the heading 'Questions' is followed by 'Step 3 of 5'. A note states: 'Before submitting this application, please answer the following questions. Be sure to save your progress by clicking the green disk icon at the bottom of the page.' A 'CLEAR ANSWERS' button is located at the bottom left.

- a. These questions are required to be answered and answering “No” to some of the questions will not allow you to complete the application.

The screenshot shows the 'Marijuana Promotional Event' requirements section. It has a 'CLEAR ANSWERS' button at the top left. The title is 'Marijuana Promotional Event' and it shows '(0/8 Questions Completed)'. The section is titled 'Requirements of Event Organizer'. There are eight questions, each with a red star icon in the top right corner. The questions are: 1. 'I will verify that all participating licensee's manifests accurately reflect the marijuana items that are transported to the promotional event.' with 'Yes' and 'No' radio buttons. 2. 'I will maintain a log of participating licensee's attendance at the event.' with 'Yes' and 'No' radio buttons. 3. 'I will keep a copy of the approved application at the event.' with 'Yes' and 'No' radio buttons. 4. 'The event organizer or designated representative will be present during the event.' with 'Yes' and 'No' radio buttons. 5. 'All marijuana items will have a L&D tag affixed to the item or package.' with 'Yes' and 'No' radio buttons. 6. 'Marijuana and hemp items will only be displayed and stored in the approved area. Marijuana or hemp items will not be consumed in the approved area.' with 'Yes' and 'No' radio buttons. 7. 'I plan to transfer marijuana or hemp products to other licensees or worker permit holders while at the event.' with 'Yes' and 'No' radio buttons. 8. 'Please provide the the name and worker permit number for each employee who will be working at the promotional event.' with a text input field. At the bottom, there are navigation buttons: '← PREV', a green circle with '3', a red circle with '1', and 'NEXT →'.



User Guide

- i. If you respond “Yes” to the transfer question, you must answer an additional textbox confirming you understand the instruction. The last question is a textbox that requires you to list the name and worker permit # of all employees who will work at the event.

I plan to transfer marijuana or hemp products to other licensees or worker permit holders while at the event. *

☒ Yes ☐ No

Please confirm you will have access to your license's CTS account at the event site and the ability to document transfers in CTS. Also, marijuana or hemp product transfers to other recreational marijuana licenses at the event site requires the transferring licensee to provide an updated manifest to the receiving licensee, to include the job number of the event assigned by OLCC's online licensing system.

Response

Yes

Please provide the the name and worker permit number for each employee who will be working at the promotional event. *

Response

Jeff Lebowski - 77777
Grace Slick - 55588
James Hendrix - 99966

← PREV




NEXT →

Once complete, select “Next.”



9. Screen 4 is the “Documents” section. This section requires you to submit 2 documents to complete the application. The first “Attachment Type” is the “Marijuana Promotional Event Application.”

- a. Select the  download icon under the “Sample Form” column to download the document.

New Special Event License

File Job Number

License Type

Event Type

Public Event

Status: New

✓

GETTING STARTED

✓

EVENT INFO

✓

QUESTIONS

4

DOCUMENTS

✓

FINISH


Documents

Step 4 of 5

The following documents can be included in your application. Use the "Upload File" button below to begin attaching your documents. Only certain documents are required for submission, and some will be required before approval. See the "Required" column for documents that are marked as required for submission.

Be sure to save your progress by clicking the green disk icon at the bottom of the page.

Attachment Types

Required	Attachment Type	Description	Sample Form
✓	Marijuana Promotional Event Applic...	This form contains sections covering the Control Plan, Participating Licensees, Products to be...	
✓	Marijuana Promotional Event Floor L...	A layout of the indoor area of the business that includes all doors (or other points of ingress c...	



Upload

Click the "+" icon to add documents.

+

Drag & drop files to upload

← PREV



NEXT →



b. This is what the form will look like:

The screenshot shows the 'Marijuana Promotional Event Application' form from the Oregon Liquor & Cannabis Commission. The header includes the OLCC logo and the title 'Marijuana Promotional Event Application'. Below this is 'Section 1 - Control Plan'. The instructions for this section are: 'Please provide a statement about the type of event to be licensed, the type and extent of entertainment to be offered, and expected patronage overall. Describe all methods that will be used to prevent unlawful activity and violations. Your plan should include how you will prevent consumption of marijuana or alcohol in your event area and describe how minors will be prevented from gaining access to any portion of the promotional event where marijuana items will be present. Methods may include requiring identification prior to entry, maintaining a controlled perimeter of the event, utilizing dedicated security personnel (DPSST certified), and/or having all marijuana items kept in a locked display case. If it's a multi-day event, please identify products will be secured during non-event hours. Upload a floor plan of the event building/location, identifying all areas where marijuana items are to be displayed and stored to the documents section in the online (CAMP) portion of the application.'

At the bottom of the page, there is a footer: 'ml_promotional_event_app (rev 20251223) Page 1 of 4'.

c. You **MUST** formulate and submit a Control Plan. Once your application is submitted, OLCC staff will work with you to improve or correct any potential deficiencies in the submitted Control Plan. The last sentence in the instructions for the Control Plan asks you submit a floor plan as well. That is covered in step 11.



- d. The final section of this document asks for signatures of all “Participating Licensees.”



OREGON LIQUOR & CANNABIS COMMISSION

Marijuana Promotional Event Application

Agreement to Follow Control Plan Participating Licensees Signatures		
<small>Only a member of the legal entity or an individual named on the annual license may sign on behalf of each participating licensee. By signing below, I acknowledge that I have read and agree to the approved control plan and OAR 845-025-1335. I understand that failure to follow the approved control plan and OAR 845-025-1335 may result in administrative action. Please do not sign this form until OLCC has approved the control plan.</small>		
Licensee's Printed Name	Licensee's Signature	License ID Number
Event Organizer -		

This section should **NOT** be completed until after the Control Plan has been approved. This requires you as the “Event Organizer” to gather the signatures after you’ve been contacted by OLCC staff that the Control Plan has been approved. You will then return the signed form to staff per their instructions.



10. Once you have completed the “Marijuana Promotional Event Application” document, it must be uploaded to the online application. This same process can be used for the “Marijuana Promotional Event Floor Plan” as well.

Attachment Types

Required	Attachment Type	Description	Sample Form
✓	Marijuana Promotional Event Applic...	This form contains sections covering the Control Plan, Participating Licensees, Products to be...	
✓	Marijuana Promotional Event Floor F...	A layout of the indoor area of the business that includes all doors (or other points of ingress o...	

Upload

Click the '+' icon to add documents.

Drag & drop Files to upload

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You can select the + icon under the “Upload” heading to upload the document. You can also “Drag & drop” files into the box to upload.

- a. Once uploaded, you must label the document type. Select the dropdown box under “Type” and select the “Marijuana Promotional Event Application.”

Upload

Click the '+' icon to add documents.

Drag & drop Files to upload

<input type="checkbox"/>	Type *	File Name	Description
<input type="checkbox"/>	<div>(No selection)</div> <div>Marijuana Promotional Event Application</div> <div>Marijuana Promotional Event Floor Plan</div>	<div>New</div> <div>mj_promotionalevents_application_1</div>	<div>Edit...</div>

← PREV

NEXT →



11. The second required document is the “Marijuana Promotional Event Floor Plan.” There is not a “Sample Form” provided for this document type. This allows you to upload a copy of your layout in most accepted file types (Word, PDF, JPEG, etc.) The layout should look like the floor plan for your licensed premises. If corrections need to be made, OLCC staff will work with you after submission.
12. Once both documents are uploaded, select “Next.”

Upload

Click the '+' icon to add documents.

Drag & drop Files to upload

<input type="checkbox"/>	Type *	File Name	Description
<input type="checkbox"/>	Marijuana Promotional Event Floo...	Floor Plan.docx	Edit...
<input type="checkbox"/>	Marijuana Promotional Event App...	mjl_promotionalevents_application...	Edit...


← PREV

NEXT →



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13. You should now be at the “Finish” step of the application:



New Special Event License

File Job Number: 217951 | License Type: Marijuana Promotional Event | Event Type: Public Event

Status: New

✓

GETTING STARTED

✓

✓

✓

✓

✓

FINISH

Application Summary

Please review the information below prior to submitting this application.

Details

File Job Number 217951	License Type Marijuana Promotional Event	Licensee 45th Parallel Farms LLC	Authorized Representative Name -
Event Type Public Event	Location Name Puff Pavilion	Event Date(s) 1/1/26	
Event Name Cannabis Trade Show			

Declaration



Only a member of the legal entity or an individual named on the annual license may sign on behalf of each participating licensee. I acknowledge that I have read and agree to the approved control plan and OAR 845-025-1335. I understand that failure to follow the approved control plan and OAR 845-025-1335 may result in administrative action.

☐

I affirm that all my answers are true and complete. I also understand that OLCC may deny my application if my answers are found to be incorrect.

By submitting this license application, you acknowledge the entered data to be accurate.

← PREV



SUBMIT

You must complete the “Declaration” check box to “Submit” the application.

Application Summary

Please review the information below prior to submitting this application.

Details

File Job Number 217951	License Type Marijuana Promotional Event	Licensee 45th Parallel Farms LLC	Authorized Representative Name -
Event Type Public Event	Location Name Puff Pavilion	Event Date(s) 1/1/26	
Event Name Cannabis Trade Show			

Declaration

Only a member of the legal entity or an individual named on the annual license may sign on behalf of each participating licensee. I acknowledge that I have read and agree to the approved control plan and OAR 845-025-1335. I understand that failure to follow the approved control plan and OAR 845-025-1335 may result in administrative action.

☒ I affirm that all my answers are true and complete. I also understand that OLCC may deny my application if my answers are found to be incorrect.

By submitting this license application, you acknowledge the entered data to be accurate.

← PREV



SUBMIT



14. Once submitted, you will see this screen:

New Special Event License

File Job Number
217951

License Type
Marijuana Promotional Event

Event Type
Public Event

Status: In Review

Application Activities

Outstanding Fees
Pay fees that are due on the application.

PAY

Re-Open Application
Re-open an application that has been added to the payment list.

RE-OPEN

Provide Additional Information
Review additional information that is required for the application.

REVIEW

DETAILS

QUESTIONS

DOCUMENTS

Summary

License #	License Type	Submitted Date	Completed Date
-	Marijuana Promotional Event	Jan 2, 2026	-

Chosen Legal Entity

[Farms LLC](#)

License Type

-

Event Details

Event Name	Event Type	Location Name
Cannabis Trade Show	Public Event	Puff Pavilion

County	Event Date(s)	Hours of Operation
Multnomah	1/1/26	10 am - 10 pm

Address

123 Main St
Portland, OR 97203

Contact Information

George Carlin
555-555-5555
cannabisevents@cannabis.com

Premises

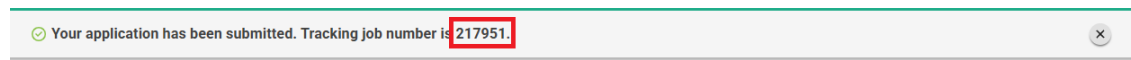
Premise Name	Trade Name	Premise Type
-	-	-

WITHDRAW

This screen is a “Summary” of the details for the event. Be sure to record the “File Job Number” at the top of the screen.



The “File Job Number” is listed in two areas on the summary screen:



New Special Event License

File Job Number	License Type	Event Type
217951	Marijuana Promotional Event	Public Event

Status: In Review

Application Activities

Outstanding Fees

Pay fees that are due on the application.

PAY

Re-Open Application

Re-open an application that has been added to the payment list.

RE-OPEN

This number is required to be listed in the “Notes:” section on manifests for the event and allows both you and staff to quickly reference the event job in the CAMP system.

15. You will receive an email confirming that your application was received:

New Application Confirmation

The Oregon Liquor and Cannabis Commission has received your online application. Please monitor your email for updates.

New Application

License Type: Marijuana Promotional Event

Submission Date: January 2, 2026

File Number: 217951

Click [here](#) to go the customer portal.

Oregon Liquor & Cannabis Commission

Marijuana Licensing marijuana.licensing@olcc.oregon.gov

Annual Liquor Licensing olcc.alcohollicensing@olcc.oregon.gov

Special Event Liquor Licensing olcc.specialevents@olcc.oregon.gov

OLCC staff will reach out to you with the next steps for completing your Marijuana Promotional Event Application.