



OREGON LIQUOR & CANNABIS COMMISSION

Marijuana Promotional Event Application

What is this form?

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. The Commission may refuse to process any application that is not submitted at least 28 days before the event date. For the purposes of this application an:

- "Event organizer" means a person licensed under ORS 475C.05 to 475C.525 who submits a promotional event application and serves as the primary contact with the Commission.
- "Participating licensee" means a person licensed under ORS 475C.05 to 475C.525 who has been named as a participant in a promotional event.
- "Approved area" means the area approved by the Commission to display and store marijuana items.

Your application must include the following:

- Event organizer – must hold a marijuana license (producer, processor, wholesaler, retailer or research certificate)
- Names of all participating licensees - must hold a marijuana license (producer, processor, wholesaler, retailer or research certificate)
- Names of the individuals to be employed by the licensee to manage events on the promotional event premises and their worker permit numbers issued under OAR 845-025-5500
- A floor plan which includes all areas used as part of the event
- Statement of the type of event to be licensed
 - Type and extent of entertainment to be offered
 - Expected attendance (including participants)
 - Minor control plan and proposed hours of the event
- Description of the amount and types of marijuana items proposed to be transported and displayed for each participating licensee
- A written control plan that the Commission determines:
 - Adequately manages the event to prevent unlawful activity and violations
 - Prevents any person under 21 years to be admitted to the areas where marijuana or marijuana items are present at the event
- A statement signed by every participating licensee (page 4) indicating that the licensee has read and agrees to follow the control plan after OLCC approval

Promotional Events:

- **May not** be held on a marijuana licensed premises
- **May not** be held in a city or county that has adopted an ordinance to prohibit recreational marijuana businesses
- **May** be held at a location that holds a liquor license, as long as no consumption of alcohol occurs within the area(s) approved to hold the marijuana promotional event

Once you have completed your application, please submit to your local OLCC office or by email at

olcc.marijuana@olcc.oregon.gov.



OREGON LIQUOR & CANNABIS COMMISSION

Marijuana Promotional Event Application

Section 1 – Event Information

Event Organizer Name:					
Event Organizer’s License Number:					
Event Address:					
City:		State:	OR	ZIP:	
Event Organizer’s Phone:					
Event Organizer’s Email:					
Signature:				Date:	

Section 2 – Date(s) and Time of Event

Please list the date(s) and hours of the event. Please specify AM and PM. Event dates must be consecutive and for no more than 16 days per application.

Date(s) of Event:	
Time of Event:	

Section 3 –Event Details

Please describe the type of event being attended, entertainment being offered and expected attendance overall

Event description:	
Entertainment:	
Expected Attendance:	

OLCC USE ONLY

<input type="checkbox"/>	Approved	By:		Date:	
<input type="checkbox"/>	Denied	By:		Date:	
				Initial	Date
<input type="checkbox"/>	Signed Statement by every participating licensee is attached				
<input type="checkbox"/>	Copy of approved application sent to Event Organizer				



OREGON LIQUOR & CANNABIS COMMISSION

Marijuana Promotional Event Application

Section 4 – Requirements of Event Organizer

YES	NO	
		I will update and maintain the application.
		I will verify that all participating licensees’ manifests accurately reflect the marijuana items that are transported to the promotional event.
		I will maintain a log of participating licensee’s attendance at the event.
		I will keep a copy of the approved application at the event.
		The event organizer or representative will be present during the event at all times.
		All marijuana items will have a UID tag affixed to the item or package.
		Marijuana and hemp items will only be displayed and stored in the approved area. No marijuana or hemp items will be consumed (in the approved area).

Section 5 – Control Plan

Describe all methods that will be used to prevent unlawful activity and violations. Describe how you will prevent minors 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 locked perimeter at all times, utilizing dedicated security personnel (DPSST certified), and having all marijuana items kept in a locked display case. If you are having a multi-day event, please identify how you will secure product during non-event hours. Your plan should include how you will prevent consumption or use of marijuana or alcohol in your event area. It should also address how you will prevent medical marijuana, medical marijuana derived products, hemp and hemp derived products from being in the event area. Security measures should be substantially similar to the methods required at a licensed premises. Attach a floor plan of the event building/location, identifying all areas where marijuana items are to be displayed and stored.



OREGON LIQUOR & CANNABIS COMMISSION

Marijuana Promotional Event Application

Section 6 – Participating Licensees

Entity or Name on License <i>(Full legal name of entity or person's first and last name)</i>	License Number	Phone Number

Section 7 – Product(s) Proposed to be Displayed

use a separate line for each item type & licensee

Licensee Name	Type of Marijuana Item <i>(Usable marijuana, mature plant, immature plant, seeds, solid or liquid cannabinoid product)</i>	Amount of Marijuana <i>(ounces or actual #)</i>

**Agreement to Follow Control Plan
Participating Licensees Signatures**

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.

Licensee's Printed Name	Licensee's Signature	License ID Number
Event Organizer -		