



## OREGON LIQUOR CONTROL COMMISSION

# Marijuana Promotional Event Application

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### 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 475B.010 to 475B.395 who submits a promotional event application and serves as the primary contact with the Commission.
- “Participating licensee” means a person licensed under ORS 475B.010 to 475B.395 who has been named as a participant in a promotional event.

### 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 7) 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 [marijuana@oregon.gov](mailto:marijuana@oregon.gov).



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## Section 1 - Event Information

<b>Event Organizer Name:</b>					
<b>Event Organizer's License Number:</b>					
<b>Event Address:</b>					
<b>City:</b>		<b>State:</b>	OR	<b>ZIP:</b>	
<b>Event Organizer's Phone:</b>					
<b>Event Organizer's Email:</b>					
<b>Signature:</b>				<b>Date:</b>	

## 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.

<b>Date(s) of Event:</b>	
<b>Time of Event:</b>	

## Section 3 -Event Details

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

<b>Event description:</b>	
<b>Entertainment:</b>	
<b>Expected Attendance:</b>	



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## Section 4 – Requirements of Event Organizer

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I will update and maintain the application.
<input type="checkbox"/>	<input type="checkbox"/>	I will verify that all participating licensees' manifests accurately reflect the marijuana items that are transported to the promotional event.
<input type="checkbox"/>	<input type="checkbox"/>	I will maintain a log of participating licensee's attendance at the event.
<input type="checkbox"/>	<input type="checkbox"/>	I will keep a copy of the approved application at the event.
<input type="checkbox"/>	<input type="checkbox"/>	The event organizer or representative will be present during the event at all times.
<input type="checkbox"/>	<input type="checkbox"/>	All marijuana items will have a UID tag affixed to the item or package.

## Section 5 – Participating Licensees

	Entity or Name on License <small>(Full legal name of entity or person's first and last name)</small>	License Number	Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



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Section 6 – Product(s) Proposed to be Displayed

use a separate line for each item type & licensee

	<b>Licensee Name</b>	<b>Type of Marijuana Item</b> (Usable marijuana, mature plant, immature plant, seeds, solid or liquid cannabinoid product)	<b>Amount of Marijuana</b> (ounces or actual #)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			



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	<b>Licensee Name</b>	<b>Type of Marijuana Item</b> (Usable marijuana, mature plant, immature plant, seeds, solid or liquid cannabinoid product)	<b>Amount of Marijuana</b> (ounces or actual #)
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			
46.			



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Section 7 – 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.

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



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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. Please do not sign this form until OLCC has approved the control plan.

	Licensee's Printed Name	Licensee's Signature	License ID Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
	Event Organizer -		