



Recreational Marijuana Program

Marijuana Promotional Events

Cannabis Transportation Manifest Instructions

The Oregon Liquor Control Commission recently approved a temporary rule allowing promotional (trade show) events ([845-025-1335: Marijuana Promotional Events](https://www.oregon.gov/OLCC/Pages/845-025-1335-Marijuana-Promotional-Events.aspx)).

The rule requires an OLCC recreational marijuana licensee to be the designated entity or event sponsor (event organizer) responsible for ensuring all marijuana laws and rules are followed by event participants.

As a condition to participate in trade shows or promotional events the OLCC licensees are required to create a Cannabis Tracking System (CTS) manifest for the purpose of transporting product to the licensed event.

However, the licensed event is NOT a destination for purpose of using the CTS manifest. Licensees will create a circular round-trip manifest, essentially manifesting to themselves.

The manifest must be posted/present at all times during the event.

Creating a Promotional Event Transportation Manifest

Complete the manifest as it would normally be filled out, except:

- The address of originating entity and the address of destination should be the same
- In the route to be traveled section, indicate the location of the promotional event as a mid-point of the route, followed by the return route to the address of originating entity.
- In the date/time of departure section indicate the time leaving the licensed premises to go to the event. In the date/time of arrival section indicate the time when the product returns after the event.
 - Example:
 - *Address of originating entity: 9079 SE McLoughlin Blvd., Portland, OR 97222*
 - *Address of destination: 9079 SE McLoughlin Blvd., Portland, OR 97222*
 - *Route to Be Traveled:*
 - *North on McLoughlin Blvd to Ross Island Bridge to I-5 South on-ramp; take I-5 south to Exit 256. Travel to Oregon State Fairgrounds, Jackman-Long Building to participate in Oregon State Fair at Booth XYZ from July 1 to 3. Proceed from Jackman-Long building to north on I-5, take Exit 299B, cross Ross Island Bridge, take SE McLoughlin Blvd. to address of destination.*
 - *Date & Time of Departure: July 1, 8 AM*
 - *Date & Time of Arrival: July 3, 5 PM*

Upon arrival at the promotional event the manifest must be presented to the event organizer licensee to verify that the manifest accurately reflects the marijuana items transported to the event.