

## **INSTRUCTIONS FOR COMPLETING THE CANNABIS EVENT ORGANIZER APPLICATION**

### **SECTION A – APPLICANT/BUSINESS INFORMATION**

**Cannabis Event Organizer:** In order to obtain a temporary cannabis event license, the event organizer must first apply for and obtain a cannabis event organizer license.

#### **Business Organizational Structure**

All applicants are required to identify their business organizational structure. (See Required Attachments)

#### **Business Contact Information**

If an individual, the first and last name of the applicant must be provided. If the applicant is a business entity, then the full legal business name is required. The applicant business name must be identical to the name listed on the business-formation documents submitted to the Bureau. The applicant must provide a mailing address, the business website address, email address, and telephone number.

#### **Social Security Number/Individual Taxpayer Identification Number/ Federal Employer Identification Number**

Each applicant must provide a valid United States Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN), or a Federal Employer Identification Number (FEIN), before an application can be approved.

### **SECTION B – PRIMARY CONTACT PERSON**

The primary contact is the individual who is designated as the person the licensing authorities can contact for information regarding the business. The applicant must provide the primary contact's name, title, telephone number, and email address.

Please be advised that the primary contact person for this license application will be designated as the licensee's initial track and trace system manager, and is required to register for training for using the California Cannabis Track and Trace (CCTT) system within 10 business days of submitting your annual application. If the primary contact person anticipates delegating the primary responsibility for updating and maintaining the licensee's cannabis distribution chain information in the CCTT system (post-licensure) to another licensee, employee or owner, that individual should also be registered to attend the required training. To register for CCTT system training please access the following URL: <https://www.metrc.com/california>

### **SECTION C – DECLARATIONS**

#### **Labor Peace Agreement**

If the business has 20 or more non-supervisory employees, the applicant must attest that they have entered or will enter into a labor peace agreement and will abide by its terms as soon as reasonably practicable after licensure. (See Required Attachments)

#### **Limited Waiver of Sovereign Immunity**

If the applicant is a federally recognized tribe or other sovereign entity, a limited waiver is required. (See Required Attachments)

### **SECTION D – LIST OF OWNERS**

An owner is defined as a person with an aggregate ownership interest in the commercial cannabis business of 20 percent or more, unless the interest is solely a security, lien or encumbrance. An owner includes:

- A person with an aggregate ownership of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien or encumbrance.
- The chief executive officer (CEO) of a nonprofit or other entity (i.e. corporation)
- A member of the board of directors of a nonprofit.
- The trustee(s) and all persons who have control of the trust and/or the commercial cannabis business that is held by a trust.
- An individual who will be participating in the direction, control, or management of the person applying for a license. This could include:
  - A partner of a commercial cannabis business that is organized as a partnership.
  - A non-member manager or managing partner of a commercial cannabis business that is organized as a limited liability company.
  - An officer or director of a commercial cannabis business that is organized as a corporation.
- Any individual that assumes responsibility for the license.

- When an entity has an aggregate ownership interest of 20 percent or more, the CEO and/or members of the board of directors of the entity shall be considered owners.

Each owner must complete an Owner Submittal form and must electronically submit fingerprint images to the Department of Justice (DOJ). The applicant must use the live scan form provided by the Bureau. Live Scan locations can be found at: <https://oag.ca.gov/fingerprints/locations>

### **SECTION E – ENTITY OWNERSHIP**

An entity is anything other than an individual. If an entity is an owner of the commercial cannabis business pursuant to Business and Professions Code section 26001(al), the applicant must provide the entity's name, organizational structure, ownership percentage, telephone number, and email address.

### **SECTION F – NON-OWNERS WITH A FINANCIAL INTEREST IN THE BUSINESS**

The applicant must provide a list of all non-owner individuals with a financial interest in the cannabis business. A financial interest means an agreement to receive a portion of the profits of a commercial cannabis business, an investment into a cannabis business, a loan provided to a cannabis business, or any other equity in a cannabis business. Interest in a diversified mutual fund, blind trust or similar instrument is not a financial interest. The applicant must provide the following information for all non-owners with a financial interest: their name, date of birth, type of government issued identification form, and the identification number.

### **SECTION G – FICTITIOUS BUSINESS NAMES**

The applicant must provide a list of all fictitious business names they will operate under and the location of the businesses.

### **SECTION H – LICENSING FEE DETERMINATION**

Licensing fees will be determined by the number of events held.

### **SECTION I – REQUIRED ATTACHMENTS/DOCUMENTS**

#### **Business Formation Documents**

Applicants are required to provide a copy of all business formation documents (by type). If the business is held in a trust, the applicant shall provide a copy of the trust. Below is a list of the types of business structure and the common types of supporting documentation:

- **Sole Proprietorship:** Fictitious Business Name form filed with local business permit office and tax forms.
- **Corporation:** Articles of Incorporation, Statement of Information, Certificates of Stock and a Statement and Designation by Foreign Professional Corporation (if applicable).
- **Limited Liability Company:** Articles of Organization, Membership Certificate and Operating Agreement.
- **Limited Partnership:** Certificate of Limited Partnership, Partnership Agreement, Operating Agreement and tax forms.
- **General Partnership:** Partnership agreement, Statement of Partnership Authority and tax forms.
- **Limited Liability Partnership:** Partnership Agreements, Application to Register as a Limited Liability Partnership.
- **Foreign Corporation:** Certificate of Qualification issued by the Secretary of State.

#### **Limited Waiver of Sovereign Immunity**

If an applicant can assert a defense of sovereign immunity, the applicant must submit a written limited waiver of sovereign immunity to the Bureau with any license application or renewal, which must be valid for the period of the license. The written waiver must include they will abide by all state laws, rules, and regulations governing commercial cannabis activity. The applicant must provide proof they have the lawful authority to enter into the waiver and the waiver must be signed and dated by the authorized person.

#### **Labor Peace Agreement**

If the applicant has more than 20 employees, they must attest that they have entered into a labor peace agreement and will abide by the terms. For applicants who have not yet entered into a labor peace agreement, the applicant shall provide a notarized statement indicating the applicant will enter into a labor peace agreement and abide by the terms of the labor peace agreement as soon as reasonably practicable after licensure.

#### **Financial Information Form - [http://bcc.ca.gov/clear/financial\\_information\\_form.pdf](http://bcc.ca.gov/clear/financial_information_form.pdf)**

Applicants are required to provide a list of all investments, loans, funds, and gifts associated with the cannabis business.

## **Additional Information**

### **Incomplete Application**

If the application is incomplete, a notification will be sent to all owners listed on the application with details regarding the information still needed to process the application. Notification of incomplete information on an Owner Submittal will only be sent to the specific owner.

### **Withdrawal of Application**

If the applicant wishes to withdraw the submitted application, a written withdrawal request, including the date and signature of at least one owner must be submitted.

### **License Approval**

Upon approval of the application, the applicant will be required to pay a license fee, which is independent of the application fee. Once the license fee is received, the license number will be issued to the applicant. The applicant may not conduct any cannabis activity until a license is received from the Bureau.