

## **INSTRUCTIONS FOR THE TEMPORARY CANNABIS EVENT LICENSE APPLICATION**

**Cannabis Event Organizer:** A temporary cannabis event license shall only be issued to a person or business who holds a cannabis event organizer license issued by the Bureau.

### **SECTION A- APPLICANT INFORMATION**

The applicant must list their business name as listed on the cannabis event organizer license issued by the Bureau.

### **SECTION B- PRIMARY CONTACT PERSON**

The primary contact is the individual who is designated as the person the licensing entities can contact for information regarding the business. The applicant must provide the primary contact's name, title, telephone number, and email address. The Bureau staff will only discuss the license application with this person and an owner listed on the business.

### **SECTION C - EVENT INFORMATION**

The applicant must provide the name of the event, the address of the event location, the dates of the event, and contact information for a designated contact person who shall be on site at the event and reachable by telephone at all times that the event is occurring.

The event must take place at a county fair, district agricultural association location, or at another venue expressly approved by a local jurisdiction. No cannabis temporary event license will be issued for more than 4 days. Temporary cannabis event licenses will not be issued separately for consecutive days for the same event or for premises that are licensed for the sale of alcohol or tobacco.

### **SECTION D - REQUIRED ATTACHMENTS/DOCUMENTS**

#### **Temporary Cannabis Event Diagram**

Applicants are required to provide a diagram of the physical layout of the event, which must clearly identify the items below:

- Where the cannabis event will be taking place on the grounds of the event's location.
- All cannabis consumption areas.
- All retail areas where cannabis goods will be sold.
- The specific location of each cannabis licensee who will be participating in the event. Each licensee shall be identified with an assigned temporary cannabis event location number.
- All entrances/exits that will be used by participants during the event.
- The hours during which cannabis goods will be sold.
- All areas where cannabis goods will be stored.
- All areas where cannabis waste will be stored.

#### **Local Jurisdiction Approval**

A written approval from the local jurisdiction authorizing the applicant to engage in onsite cannabis sales to, and onsite consumption by, persons 21 of age or older at the event.

#### **List of Licensees**

A list of all licensees and employee that will be providing onsite sales of cannabis goods at the event. (See Attachment)

[https://bcc.ca.gov/clear/temp\\_event\\_org\\_list\\_of\\_licensees.pdf](https://bcc.ca.gov/clear/temp_event_org_list_of_licensees.pdf)

### **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.

#### **Withdraw 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 license number will be issued to the applicant. The applicant may not conduct any cannabis activity until a license is received from the Bureau.