

INSTRUCTIONS FOR COMPLETING THE TEMPORARY 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.

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.

SECTION C – 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.

SECTION D – 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.

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.