

Regulatory Services [http://aglc.ca](http://aglc.ca/)

# Request for Retail Cannabis Store Extension

To be considered for a Retail Cannabis Store extension to attend an entertainment event, or cannabis industry trade show, submit the following:

1. Completed application form.
2. Detailed site plan including location and border of the entire event area. Plan will include all entrances/exits, any liquor licensed areas, cannabis consumption areas, entertainment or trade show areas, and the location of temporary cannabis store.
3. Detailed floor plan of the licensed portion of the temporary cannabis store including an explanation of the security procedures and the process to allow the sale of cannabis and cannabis accessories. Plan will include how compliance will be maintained regarding minors, intoxication, and under 25 legislation/policy. In addition, provide all information relating to advertisement and promotion activities.
4. Full description of the purpose, style and operation of the event.
5. Copy of municipal approval for the location of the temporary cannabis store and documentation from event entity/organization providing the cannabis licensee care and control of the location of the temporary cannabis store.
6. Completed Acknowledgement of Operation of Retail Cannabis Store Extension form.
7. Submit questions or completed application package to [inspections.Mailbox@aglc.ca](mailto:inspections.Mailbox@aglc.ca)
   * **You will be contacted by an AGLC Inspector in order to review the details of your request.**
   * **Approval will only be issued for completed application packages.**
   * **Early application is recommended for approval as processing may take four weeks to complete.**

 **RETAIL CANNABIS STORE**

**EXTENSION REQUEST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Licence Number of Extended Licence** | | | | |
| Name and Licence #: |  | | |  |
| Address: |  | | |  |
| City/Town: |  |  |  |  |
|  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Licence Contact Person** | | | |
| Name: |  | |  |
| E-Mail Address: |  | | |
| Phone: |  |  |  |
|  | | | |

|  |  |  |
| --- | --- | --- |
| **Event** | | |
| Name of Event: |  |  |
| Location: |  |  |
|  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date(s) and Operating Hours** | | | | | | |
| Date: |  |  | start time | end time |  |  |
| Date: |  |  | start time | end time |  |  |
| Date: |  |  | start time | end time |  |  |
| Date: |  |  | start time | end time |  |  |
|  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Organizer Contact Person** | | | | |
| Name: |  | | |  |
| Email Address: |  | | |  |
| Phone: |  |  |  |  |
|  |  |  |  |  |

**Acknowledgement of Operation of Retail Cannabis Store Extension**

Please review the below information in detail to ensure compliance with the operation of a temporary cannabis store. The inspector assigned to your request is available to review all requirements for the operation of a temporary cannabis store.

Retail Cannabis Store Handbook policy section 4.17 has been viewed and understood, <https://aglc.ca/cannabis/cannabis-legislation-and-policies/retail-cannabis-store-handbook>

It is understood all policy and legislation requirements for retail sales of a Retail Cannabis Store also apply to the operation of a temporary store.

A temporary store shall be a structure suitable for the environment and nature of the event and equipped with adequate security of cannabis products, i.e. exterior locks, locked showcase/cage/cabinet. The licensed area of the temporary store shall be clearly defined with controlled access and signage prohibiting minors.

All cannabis sales at the temporary store shall be captured in the retail store’s inventory tracking/POS system from which the licence has been extended from and included in monthly federal reporting.

Licensees are permitted to transport cannabis from the retail store the licence has been extended from to the temporary store location. To ensure compliance with legislation all cannabis must be out of reach of the driver and passengers. A copy of the retail store licence and manifest of cannabis product shall accompany the transportation. The return of cannabis products from the temporary store shall be directly back into secure storage of the retail store.

Cannabis licensees are not permitted to have any involvement in the consumption of cannabis or the operation of a designated cannabis consumption area. Event organizers are required to obtain municipal approval for any consumption area and comply with all legislation and municipal requirements.

The promotion of cannabis is only permitted where minors are prohibited by law, such as within the licensed area of a temporary store. The normal permitted public advertisement of a cannabis licensee business can occur within the event. The recognition or advertisement of a cannabis licensees as a sponsor of an event is not permitted.

Licensees shall remain diligent in ensuring minors do not enter the licensed area of the temporary store or are exposed to the promotion of cannabis.

Should it be discovered the cannabis licensee is operating in noncompliance the temporary store licence extension may be terminated and required to vacate the event.

Any changes to an approved Retail Cannabis Store Extension must be submitted for review and approval.

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| --- | --- | --- | --- | --- |
| I hereby acknowledge that this request is made on the understanding and agreement that if issued, it is so issued and accepted by the licensee in accordance with the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation; and AGLC policies. | | | | |
| Signature: |  | Date: |  |  |
| Name: |  |  |  |  |
|  | please print |  |  |  |