



Event Requirements: Inventory Tracking, Transportation & Product Display

I. Tracking and Transporting Event Samples

The following steps must be used to track inventory moved to and from an event:

1. CCB creates a digital identity for the event, as though the event were an establishment.
2. CCB provides template to capture Event-Specific Transfer Manifest (see p.3)
 - a. Business name
 - b. License number
 - c. Weight of sample
 - d. Process lot of sample
 - e. Purpose of sample
 - f. Employee name and ID designated as sample custodian
 - g. Attestation
 - i. Attestation to plan to retain sample for personal use
 - ii. Attestation to plan destruction with method, date and location
3. Licensees download Event Manifest template and enter required information
4. Licensees transfer the material to the convention identity in the CCB portal
 - a. Event Transfer Manifest is uploaded with Transfer



II. Displaying and Securing Event Samples

The following requirements will apply to event samples and displays:

1. Regulated product displays shall be limited to cannabis flower and solid concentrates.
 - a. Edible products on display must not be infused

2. Vendors are limited to 1 ounce of cannabis flower or 5 grams of solid concentrate per licensee. Vendors can display both cannabis flower and solid concentrates but cannot exceed 1 ounce or its equivalent in solid concentrates.
 - a. The ounce of flower or 5 grams of solid concentrate must be designated as an employee's sample allotment for that month.
 - b. Display samples may include distinct strains and cultivars but net flower on hand cannot exceed the 1-ounce limit.
 - c. Licenses cultivators, manufacturers, and retailers may display cannabis samples.

3. Samples cannot be stored in loose, large containers available to the public.
 - a. Samples shall be displayed in clear, secured, observation / sniff jars.
 - b. Samples cannot be handled by participants

III. Security Requirements:

1. One employee must always be present at a booth. Display samples can never be left unattended.
2. The employee who has control of the 1-ounce sample must take possession of the sample during event off-hours.





Event Transfer Manifest

Date: Click or tap to enter a date.

Business Name: Click or tap here to enter text.

License: Click or tap here to enter text.

Sample Weight: Click or tap here to enter text.

Sample Process Lot: Click or tap here to enter text.

Sample Purpose: Click or tap here to enter text.

Custodian Name: Click or tap here to enter text.

Custodian Employee ID Number: Click or tap here to enter text.

After the conference, **Custodian attests** (please check one)

Material will be retained by custodian as personal sample allotment.

Material will be destroyed by custodian

Location of Destruction: Click or tap here to enter text.

Method of Destruction: Click or tap here to enter text.

Date of Destruction: Click or tap here to enter text.