Alcohol and Marijuana Control Office
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Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06**) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Thee Treasure Chest, LLC	**MJ License #:**	16184		
License Type:	Retail Marijuana Store				
Doing Business As:	Thee Treasure Chest, LLC				
Premises Address:	1000 Water Street				
City:	Craig	**State:**	Alaska	**ZIP:**	99921

Mailing Address:	PO Box 446				
City:	Craig	**State:**	Alaska	**ZIP:**	99921

Designated Licensee:	John Wright		
Main Phone:	907-629-4226	**Cell Phone:**	
Email:	alaskahome633@yahoo.comt		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The entry to the retail store will display a sign that says, "No One Under 21 Years of Age Allowed" in the size specified in 3AAC 306.325 (b). Additionally, an employee will be stationed just inside the entryway of the premises ready to check for identification of all those who enter. Employees will be trained in assessing the authenticity of identification and exclude anyone not being of legal age. Identification provided will need to meet identification requirements listed in 3 AAC 306.350.(b). Any customer that does not produce a valid, government-issued photo ID will be denied entrance to the facility and law enforcement will be called for back-up if necessary.
A boardwalk will be constructed as a result of the City of Craig's Planning commission public hearing as an additional safeguard. This boardwalk will allow for the posting of multiple signs and help to prevent anyone from the public who may inadvertently enter or stray into the establishment. The boardwalk will include a handrail and be constructed so that it guides patrons without obscuring visibility by law enforcement during typical patrols. This covered board walk will also be lighted to a degree that will afford good facial recognition on the video surveillance.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

"Restricted Access Areas" are areas where marijuana and/or marijuana products are stored, displayed, stocked for sales or dispensed for sales and the office/surveillance room. Company policy states that no person from the public (this does not include an agent of the MCB or law enforcement) shall enter the restricted areas unless they are escorted by a licensee, employee or agent; have been proven to be at least twenty-one (21) years of age or older as evidenced by valid, government-issued photo ID and have been signed into the visitor log. There will be a half-door and/or a folding counter top that will preclude any unauthorized individuals from gaining access to Restricted Access Areas. In addition, there will be a sign prominently and clearly displayed at each entrance to a restricted access area that will state, "Restricted Access Area. Visitors must be escorted."
Employees will be directed and trained in preventing any unauthorized individuals from straying or gaining access into the Restricted Access Areas. An employee will be stationed within close proximity to the only access point to the Restricted Access Area at all times which will help prevent unauthorized access.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

No more than "five visitors for each licensee, employee or agent of the licensee who is actively engaged in supervising those visitors," will be allowed in the Restricted Access Area. Those that may gain entry other than employees, or agents, will only be vendors, contractors, and regulatory personnel. Any "visitor" needing entry into the Restricted Access Areas will be vetted for their purpose of visit and will be verified and authorized only by the licensee, agent or the agent's representative.
Each visit will be pre-scheduled in advance, and all employees will be made aware of the visit. Only authorized business will be conducted in the Restricted Access Areas. Prior to entry into the Restricted Access Areas, visitors will need to prove that they are 21 years of age or older by producing a valid, government-issued photo ID, and wear a visitor badge. Visitors will be escorted and actively supervised in the Restricted Access Areas at all times by either a licensee, employee or agent of this establishment.
A log will be kept electronically of all visitors with the date of the visit, time in and out of the restricted access area, the purpose of the visit and the name of the escort. The log will be signed by the visitor and will be maintained and backed up in accordance to all State of Alaska record-keeping regulations and company Policies and Procedures. The log will be stored electronically on the company's computer server as a business record and will be made available to an agent of the MCB upon request.

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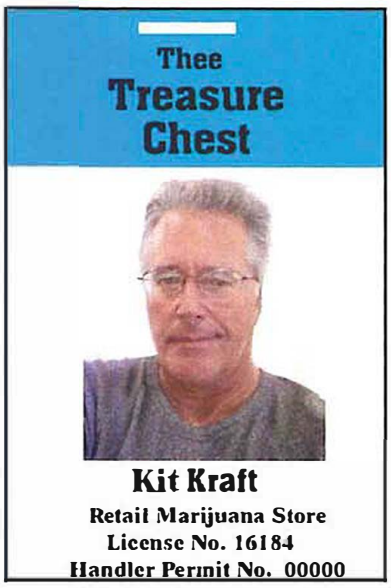
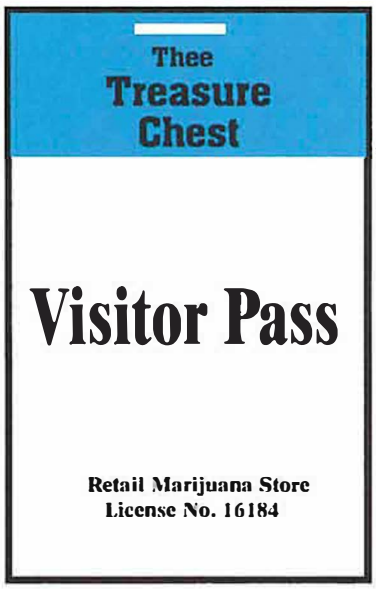
3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Below is a sample of the licensee, employee, or agent badge as well as the visitor badge that will be worn at all times while in the restricted areas within the licensed premises.





*or similar content and formatting

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Thee Treasure Chest will consult with the surveillance purveyor to determine the light level needed to illuminate the exterior area so that a positive facial recognition can be achieved within at least twenty (20) feet of the entrance. State of the art surveillance technology will be utilized and lighting will be installed to meet the lighting requirements. The system will include a battery back-up for surveillance, lighting, and a failure notification system. Additionally, patrons will be entering via a four (4) foot wide boardwalk. The boardwalk is accessed off of Water St. and will lead patrons to the entry door that will be off of 9th St. A forty (40) inch or greater handrail will be built. This boardwalk will most likely be covered and will have lighting that will extend for the entire length of the boardwalk. (see premises diagram).

Additionally, there is City of Craig street lighting off of Water St. which creates additional ambient lighting. Locations of the street lighting is shown on the "vicinity map."

Prior to the establishment beginning operation, the lighting and all surveillance systems will be tested and any inadequacies will be corrected with proper lighting.

Exterior lighting and cameras will be checked regularly to ensure there is adequate lighting to facilitate surveillance and to ensure each light is functioning as expected.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

A state of the art alarm system will be installed and will be activated on all exterior doors and windows when the establishment is closed. Sensors will be attached according to industry standards onto all exterior windows and exterior doors. If breached, an audible alarm will sound and a notification of the breach will be wirelessly transmitted to the authorized agent or personnel as well as the local police department. Surveillance will occur 24 hours per day, 365 days per year.
Additionally, motion detectors will be placed in every room with non-opening windows and activated when the store is closed. The motion detectors will detect movement and will set off the alarms if motion is detected. An alert will be sent to the licensees or designated employees mobile device, as well as to the local police department. This system will have a battery backup to prevent any interruption in the function of the alarm system. A failure notification system will also be put in place which will alert the licensee's or authorized employees in the event there is a failure in the system.
A panic button or hold-up alarm will be placed in a convenient location at the counter or Point of Sale station that will alert the local police, but will not sound an alarm.
If an unauthorized breach occurs, the employees, agents, or licensees who received the alert, will then call the police immediately. The employee, agent, or licensee as outlined in the employee handbook, will not go to the establishment until they are notified by the police that it is clear to do so. Once it is deemed clear, a licensee or authorized employee will make an assessment as to whether there was any product loss and will alert AMCO enforcement if marijuana or marijuana product is found missing.
Any event that occurs on the licensed premises that involves law enforcement will be promptly reported to AMCO enforcement.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

The diversion of any type of marijuana or marijuana product is considered a criminal offense and will be dealt with as such according to our company policy. Company policies and procedures will be implemented to deter, prevent and prosecute anyone, including employees who divert or "steal" including termination of employment. The entire licensed premises will be under constant video surveillance. Surveillance cameras will be placed in all rooms of the licensed premises and positioned to provide a positive identification of any individuals inside the premises or within 20 feet of the exterior entrance. Cameras will also be placed inside the premises facing the entry door, on each point of sale area, anywhere marijuana is stored, in the office and the waste storage areas. The recording equipment will be stored in a locked steal cabinet to prevent any recording from being destroyed or tampered with. Recordings will be kept for 40 days and will be date and time stamped. Only the licensees will have access to the recording equipment. A licensee or designated employee will reconcile each transaction from the point of sale system with the inventory on hand and with METRC at the close of each business day. Any anomalies or disparities in inventory will be investigated immediately. Thee Treasure Chest will notify the police and AMCO enforcement of any inversion or diversion of product.

3.7. Describe your policies and procedures for preventing loitering:

Thee Treasure Chest's policy is to be cognizant of the potential for loitering. All employees will be instructed to be on the look-out for anyone that could be considered as loitering. Our company policy is to be aware, preemptive and polite. There will be no tolerance for any behavior construed as loitering. Loiterers will be met with clear and polite requests to move on and law enforcement will be contacted if the individual does not comply. A "no loitering sign" will be prominently and clearly displayed at the entry to the boardwalk and again at the establishment door entrance.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. KK

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility. KK

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image. KK

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application. KK

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board). KK

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Video cameras will be placed in a manner that will afford a clear view in order to identify individuals inside the establishment and within twenty (20) feet from the entrance to the establishment.
At a minimum, there will be at least one camera that will cover the access point to the restricted access area, the product counter in the restricted access area, the POS system, inside the storage area and the office/surveillance room. There will be several cameras in the lobby/foyer that will cover the only entry to the establishment and the entrance to the restroom.
A weatherproof camera will also be placed outside and sufficiently cover an area at least twenty (20) feet from the entrance.
Cameras and recordings will be checked regularly to ensure cameras are functioning as expected and that a clear view is being produced of individuals inside the facility and within 20 feet of the entrance.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The video surveillance recording equipment will be housed in a locked steel cabinet that will be located in the locked office/surveillance room, designated as a Restricted Access Area. Restricted Access Areas will be identified with a sign that states "Restricted Access Area. Visitors must be escorted." Employees will be instructed to prevent any unauthorized access beyond that point.
The office/surveillance room will be secured with an industrial quality lock using a solid core door to remain locked at all times. Only the licensees and designated employees will have access to the office/surveillance room.
Law enforcement and agents of the Marijuana control board will be verified and vetted before entry into a Restricted Access Area.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; KK

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** KK

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** KK

d. **records related to advertising and marketing;** KK

e. **a current diagram of the licensed premises, including each restricted access area;** KK

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** KK

g. **all records normally retained for tax purposes;** KK

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** KK

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** KK

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** KK

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Records will be maintained electronically on company computers within the office/surveillance room. Electronic records will be backed up to a portable hard drive on a regular schedule (most likely once per week). Once the back-up is complete, the portable hard drive will be locked in a fire-proof safe that will be housed in the locked office/surveillance room.
The records will be further backed up on the cloud instantaneously which provides redundancy that will ensure the electronically maintained records will not be lost or destroyed.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc. KK

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745. KK

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745. KK

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. A marijuana establishment and each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. Each licensee, employee, or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment. KK

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises. KK

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired. KK

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Employees will receive training and evaluation specific to their position upon hiring. Training will include marijuana industry topics; customer care, food handling, safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Kit, John and/or the general manager will personally present or arrange training and education to employees. All new employees will be required to meet with the general manager or a licensee to review the company's employee handbook, policies and procedures. Educational packets will be provided to each retail employee to be read and reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law. Packets will also include safety procedures that specifically address the facility's security measures and controls for the prevention of diversion, theft, and loss of marijuana such as emergency response procedures and state and federal statutes regarding confidentiality. The licensees or management will conduct regular staff meetings with the purpose of updating all employees on new state and local regulations, assuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff. Prior to beginning work, employees will be expected to understand: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a marijuana handler (including obtaining a Marijuana Handler Permit from AMCO Enforcement after completing a state approved course prior to commencing employment) and to work in a marijuana establishment; (3) Thee Treasure Chest standards, operational protocol, and best practices with regard to retail and sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about our particular strains and marijuana related products; (7) in-depth information on the requirements of each room, task, and system; (8) the general federal, state, and local employment regulations by which Thee Treasure Chest is governed; and (9) retail-specific education.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.	KK
7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.	KK
7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.	KK
7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).	KK

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	✓	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	✓	

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

In the event that Thee Treasure Chest transports marijuana or marijuana product from the retail store, the following protocol will be followed. A trip manifest will be printed from Metrc to accompany each shipment and a copy will be maintained in the office as a business record. Product to be transported will be placed within a sealed package or container up to 5 pounds and then into a secure storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid marijuana handler permit. Individuals driving the transport vehicle will be trained to travel directly to the destination without any unnecessary stops and that packages of marijuana or marijuana product should not be opened during transit. Labels will be affixed to the packaging that includes all information provided by the originating cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. KK

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. KK

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. KK

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. KK

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. KK

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. KK

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. KK

Section 9 – Signage and Advertising

9.1. Describe any signs that you intend to post on your establishment with your business name, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be three signs, each will not exceed 4,800 square inches in size and will include the name "Thee Treasure Chest" as well as accompanying logo similar to what is depicted below. The locations are as follows: Sign A will be located on the corner of 9th Street and Water Street - attached to the building. Sign B will be located above the entrance of the premises. Sign C will be located on the entryway door of the premises. The location of these signs are shown on attached Diagram 2. It is anticipated that the dimensions of each of these signs will be roughly five feet by three feet or less.

THEE
TREASURE CHEST

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9.2. Describe any advertising you intend to distribute of your establishment. Include medium types and business logos (photos or drawings may be attached):

Any advertising done will be determined by what is legally allowed or allowed by the various media types currently at our disposal.
It is likely that advertising will be minimal and consist mainly of a social media presence on Facebook. Facebook does not allow any posts to be promoted and the Facebook page will only list the business logo, business name, hours, location, a link to the company web site and the required warnings.
The company web site will have on its home page a portal that requires the internet user to verify their age to be twenty-one (21) years of age or older to gain access to the web site beyond the home page. The web site will display the warnings as required in 3 AAC 306.360(e).
The company logo will be tasteful, professional, and not intended to entice minors. Advertising will be simple, non-promotional, and will not include any hard selling techniques or misrepresentations of the product. Any time there is advertising for marijuana or marijuana products, it will contain the warnings as specified in 3 AAC 306.360 (e) (1) through (5).

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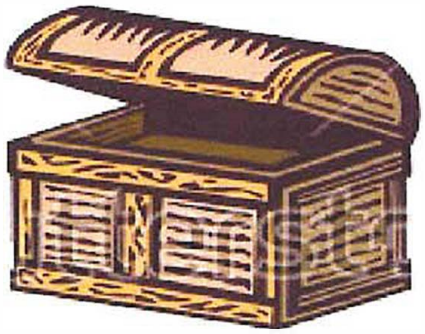

*or similar format and content

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

KIT KRAFT
Printed name of licensee

KASSI MACKIE
Commission # 160326
NOTARY PUBLIC
My Commission Expires 02-22-
STATE OF ALASKA

Notary Public in and for the State of Alaska

My commission expires: 2/26/20

Subscribed and sworn to before me this 30th day of May, 2018.

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(Additional Space as Needed):

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