Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

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:	The Pot Shop	**MJ License #:**	30362		
License Type:	Retail Marijuana Store				
Doing Business As:	The Pot Shop				
Premises Address:	902 W. Northern Lights Blvd				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

Mailing Address:	200 W. 34th Ave, Unit 80				
City:	Anchorage	**State:**	Alaska	**ZIP:**	99503

Designated Licensee:	Scot Dunnachie		
Main Phone:	907-229-5398	**Cell Phone:**	907-229-5398
Email:	thepotshopak@gmail.com		

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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:

Customers will be checked for valid ID proving that they are over the age of 21 at the entrance to our store. we have installed a security station and a small window to ensure this will happen effectively and immediately. As a second layer of protection all of our products are either locked in a case or behind the counter.

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:

There is only one access to get behind the counter and into the secured area and it will be blocked off with a swing gate and a sign stating "Restricted Access Area, Visitors must Escorted" will be posted at that access.

Visitors will be limited to not more than five visitors for each licensee, employee, or agent of the licensee who is actively engaged in supervising those visitors.

S.O.

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

Our facility will keep a log for visitors. All visitors must sign into log and provide their name, date, and time in and out of the facility. All visitors will be given a visitors badge that they must display on their person at all times while in restricted areas of the facility. Upon exit of the restricted areas visitors must log out and leave the restricted area immediately. While on the premises all visitors will be escorted at all times by an employee.

S.O.

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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:

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:

Exterior lighting will be positioned against the building and in order to facilitate surveillance.The light fixtures will keep the premises, signs, doors, and windows well lit, and allow the exterior surveillance cameras to record individuals up to twenty (20) feet from all entry points. The lighting fixtures will be positioned at an inaccessible height with sturdy housings to deter vandalism and common obstructions. The bulbs will be extremely bright to maximize visibility and deter crime. The exterior lighting will be checked weekly by the manager on duty to ensure that each light in the system is operational, and that each mount is positioned for optimum recording clarity and to deter unauthorized presence on the premises.

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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:

Guardian Security, a third party security company will install the alarm system, maintain its equipment, test the devices and continuously monitor the facility at an off-site center to ensure the safety of the property and to detect unauthorized activity. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, during closed hours. When triggered, an electronic alert will be automatically sent to the security company who will then contact local law enforcement and ownership. Windows will be armed with glass break sensors and all exterior doors will be armed with tamper alarms that go off if someone rattles or tries to saw into walls or doors. The owner and managers will be educated on proper use, troubleshooting, and control of the alarm system. Each morning, the on-site manager will disable the overnight alarm system and check the surveillance cameras and recordings to ensure the system is functioning as expected. The last employee to leave the store each night will activate the overnight devices, and then lock all doors and windows that are not self-locking. If alarm is activated management or owner will meet law enforcement at the property. If there is damage that would allow someone to enter the building we will do what is necessary to secure the property until a contractor can arrive.

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

All areas of the licensed premises where marijuana or marijuana products are stocked for sale or dispensed for sale, storage/inventory areas, surveillance area and locked cabinet will be designated as Restricted access areas and access will be granted only to specific personnel to these locked areas. These secured locked areas will have 24 hour video surveillance and video back up for all video footage and will be stored for a minimum of forty (40) days. When the business is open, all products will be on display in specific areas, unreachable to customers. Cameras will be visible and provide a full view of the room, including the entryway, money counting area, and product accounting area. Mandatory inventory counts will be taken weekly and stored as official business records. In the event that theft or diversion is suspected, all employees will alert management immediately. In the event that any employee is caught stealing marijuana or infusing the facility with non-regulated black market product management and owner will notify local law enforcement immediately, comply with all directives, and provide all necessary information and records for the investigation. The owner will take the necessary steps to ensure that illegal conduct by an employee does not compromise the facility's license and legitimate business operations. This includes disciplinary action including termination when necessary. All employees will be trained to recognize potential theft, and are required to notify the owner or management if they suspect such activity is occurring. All reports and documentation concerning a suspected or actual theft will be maintained by the company for five (5) years and made available to AMCO upon request. If any suspected or actual theft occurs, management and or owner will contact local law enforcement immediately. Once a theft is reported to law enforcement, we will update the product records in the marijuana inventory control tracking system to maintain an accurate and comprehensive accounting for all marijuana inventory activity. The licensee will also comply with any and all directives, inquiries, and investigations lodged by AMCO.

3.7. Describe your policies and procedures for preventing loitering:

A "No Loitering" sign will be prominently posted on the exterior of the building. Loitering outside the establishment will be met with a request from employees to leave the premises. The loitering individual will be given a verbal warning that law enforcement will be notified if they do not comply. Employees will complete a walk around of the facility to look for suspicious activity or lingerers who have no legitimate business being on the property and ask them to leave if sighted. The last resort is to reach out to law enforcement personnel for assistance. In the retail area, sales employees will be constantly interacting with customers. If customers no longer have a purpose inside the retail and display area, agents will politely state that we have a "No Loitering" policy and customers will then be asked to leave. The facility will have a single and secure entrance for all regular ingress and egress from the building and for all visitors and customers. The entrance and perimeter of the building will be monitored by security cameras at all times. Agents will maintain a regular and noticeable presence around the property to deter unauthorized entrance. Managers will work with the security company and local law enforcement, if necessary, to secure the premises, prevent business practices which could entice or allow loitering, and escort all loitering individuals off the premises as soon as possible. Employees will maintain a regular periodic check around the property to deter any unauthorized persons.

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. S.D.

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

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:

Cameras will be placed in all 4 corners of the retail space covering the entire sales floor. 1 camera will be placed covering the front door. 1 camera will be directly pointed at the place customers will stand while they are checking out. 1 camera will be in the hallway to the bathroom. 1 camera will be in the arctic entry so we can see customers come and go. 3 cameras will be placed outside in order to see the front door, across the street, and the side of the building. These cameras all have the ability to see the face of a person up to 20ft or more. Footage of the cameras will be able to be viewed onsite with a tv screen and by phone remotely. The camera system will have a power backup source so it can run for an hour or more during a power outage and so the system can notify by text and email notifications if there is any failure in the system. Employees will also be able to see the camera view from inside the store on a small tv so if any cameras malfunction, employees will have first hand knowledge and they will then contact management or the owner. We have acquired extra cameras for our system that will be stored in the locked cabinet in case any vandalism or damage causes us to have to replace them we can do it without delay.

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:

In the corner behind the sales counter we will have a locking cabinet that has 2 compartments so marijuana products and records can be separated and can only be accessed by management. All money will be kept in floor bolted safe with a cash drop door in the top and the safe section will only be accessible by management and the owner. This cabinet will be securely affixed to the floor and wall so that it can not be removed and it will contain an alarm sensor that is part of the security alarm system. In this cabinet we will store the video surveillance system, hard drive backups, records, a laptop computer, backup power supply, products waste, and spare parts for the security system and motion sensor lighting. Only management and the owner will be able to access the lock on the cabinet. laptop and surveillance system will also both have lock codes to ensure double security from any tampering. surveillance system will record and save footage for 60 days and will include time and date stamps and in a format that does permit alteration of the recorded image. Recordings will be available to AMCO and local law enforcement upon request.

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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)*; S.O.

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;** S.O.

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

d. **records related to advertising and marketing;** S.O.

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

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

g. **all records normally retained for tax purposes;** S.O.

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;** S.O.

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

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

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:

All business records, including operational and regulatory documents, recordings, surveillance, finan cial books, inventory and employment records, logs, manifests, and communications will be stored o n-site in the locked cabinet. A backup of these records will made at least every 3 months. Facility re cords will be managed by authorized agents in accordance with standard retention policies to ensur e that business records are stored in a consistent and searchable manner. Records within the facility will be stored in the secured cabinet, separate from all storage of marijuana products and currency. Only the owner and management will have access to the locked cabinet and business records.

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

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every 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. All licensees, and each 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.	S.D.
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.	S.D.
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.	S.D.

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

All employees will be provided with a training manual and 2 days of training upon hire with a current coworker on the following skills.

Mitigating an unruly customer, how to identify shoplifters, how to approach people who are loitering, cash handling, how to identify intoxicated person, how to refuse an intoxicated person and avoid conflict, proper id check, how to identify fake id, and what do in an emergency situation.

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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. S.D.

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. S.D.

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. S.D.

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). S.D.

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.	X	
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	X	

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:

For all transports of products the establishment will create a METRC generated Trip Manifest. All Trip Manifests will be sent with the products, and an additional copy will be stored and filed on the premises as official business records. The Manifest documents will clearly have the strain name, type of product, batch number, weight, name of the transporter and handlers ID, time of departure and expected delivery, and the make, model, and license plate of the transporting vehicle. All marijuana product will be in a sealed package or container not exceeding five (5) pounds and then stored in a locked storage compartment within the transport vehicle. The transport vehicle will travel directly between destinations without making any unnecessary stops and at no time during transit will marijuana products be directly visible. All marijuana packaging will have a label stating that a licensed testing facility has tested each batch in the shipment. All packaging materials that will be sold to marijuana establishments for sale to consumers will be child-proof and unappealing to children. All packaging done at the facility will be performed in a specific 24 hour surveillance monitored area and will then be packaged in a uniform manner with labels secure and clearly displayed. Packaged marijuana will be stored in a secured area until ready for display or transport, and will be inspected, accepted or rejected, and recorded in an official log. The company will check all packages to make sure that they will keep all marijuana from contamination and will check to make sure that the packages will not impart any toxic or deleterious substance to marijuana. East Rip will use certified scales in compliance with the Alaska Weights and Measures Act, and will maintain registration and inspection reports at the facility which are available to AMCO at its request. All usable marijuana sold to any marijuana establishment will be labeled with the following information: (1) the name and license number of the cultivation facility; (2) the date the marijuana was harvested; (3) the harvest batch number assigned to the marijuana; (4) the date the marijuana was packaged; (5) the net weight and the quantity of usable marijuana packaged in a standard of measure compatible with the inventory tracking system; (6) a complete list of all pesticides, fungicides, and herbicides used in the cultivation and preparation of the marijuana; and (7) the date of expiration if perishable; (8) testing results & date tested; and (9) required warnings (if packaged for retail sale). A label must be affixed to all shipping containers showing that a licensed marijuana testing facility has tested each harvest batch in the shipment . The label will list: (1) the date of final testing; (2) the cannabinoid potency profile, expressed as a range of percentages (3) a statement listing the results of microbial testing; (4) a statement listing the results of residual solvent testing, as applicable; and (5) a statement listing the contaminants for which the product was tested per the requirements found in 3 AAC 306.475(e)(4).

Any vehicle transporting marijuana will be unmarked and inconspicuous. Vehicles that will be used for transportation of marijuana will contain a secure and sanitary area affixed to the inside of the transportation vehicle that will lock and will ensure the products cannot be seen by anyone from outside of the transportation vehicle. Prior to departure, a manager will ensure all marijuana is in sealed packages, and locked in the safe and secure storage compartment in the transport vehicle. All employees will be trained and will understand that under no circumstances (absent instruction from a duly authorized law enforcement officer) shall a sealed package containing marijuana be opened during transportation. The vehicle storage box will be a large rectangular industrial container mounted and secured within the vehicle, accessible by a combination lock. The structure will be formed of steel, hard plastic or like materials. From time to time ownership may utilize a third party for transport and shall ensure the third party transport company has a current and valid Marijuana Handlers' card.

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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. S.D.

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. S.D.

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. S.D.

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. S.D.

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. S.D.

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. S.D.

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

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

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

We will have a main sign on the front of the building that will be This sign will have our name in text and our logo on it. Our logo is a simple drawing of a marijuana seedling in a pot. This sign will be 4500 sq inches.

In the arctic entryway visible through the window there will be sign that has the text of our business and an arrow pointing them in the correct location. This sign will be 3500 sq inches.

On the front door to the building there will a window sticker sign stating hours and how to enter and contact information. This sign will be 900 sq inches.

S.D.

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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

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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. S.D.

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

We will have a main sign on the front of the building that will be 4' X20'. This sign will have our name in text and our logo on it. Our logo is a simple drawing of a marijuana seedling in a pot.

In the arctic entryway on the inside of the building there will be 4'x6' sign that has the text of our business and an arrow pointing them in the correct location.

On the front door to the building there will a window sticker sign stating hours and how to enter and contact information. This sign will be around 2' x 2'. The same sign will also be on the entrance door to the shop inside the arctic entry.

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

We have no plans for advertising at this time however all of advertising will just contain our logo, our name, company info, the marijuana disclaimer, and a brief description of our purpose.

" To promote and sell quality products by making them more accessible to the customer"

THE POT SHOP

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

Signature of licensee

SCOT DUNMACHIE
Printed name of licensee

Official Seal
M. Sales
Notary Public-State of Alaska
My Comm. Expires 11/18/2023

Notary Public in and for the State of Alaska

My commission expires: 11/18/2023

Subscribed and sworn to before me this 20th day of July, 2021.

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(Additional Space as Needed):

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