Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Why is this form needed?

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:	Daniel Hordoan	**MJ License #:**	40910		
License Type:	Limited Marijuana Cultivation Facility				
Doing Business As:	The Grow Lab				
Premises Address:	817 S Lazy Lake Dr				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99654

Mailing Address:	817 S Lazy Lake Dr				
City:	Big Lake	**State:**	Alaska	**ZIP:**	99654

Designated Licensee:	Daniel Hordoan		
Main Phone:	9075210799	**Cell Phone:**	9075210799
Email:	dannygrowlab@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:

The Grow Lab will refuse entrance to any person who does not produce a form of valid photo identification showing that person is twenty-one (21) years of age or older. A valid form of identification includes: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license, instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a province of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card. At no time will a person under the age of twenty-one (21) be permitted to remain on the premises. If at any time an employee suspects that a person is a minor, the employee will refuse access and have the individual escorted off the premises. A designated employee will request from all customers for government-issued, photo identification and will thoroughly examine the ID before allowing entrance into the Facility. In addition to passing the Marijuana Handler's Card course, employees in this position will be trained to spot the inconsistencies of forged identifications, and they will be given an ID guide to help them recognize IDs from other states and countries. Signage will be posted at the main entry door stating, "No one under 21 years of age allowed"

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:

The Grow Lab Limited Marijuana Cultivation Facility will be equipped with a 24-hour monitoring alarm system, panic buttons, exterior motion-detecting lights, and continuous video surveillance. The facility includes two (2) entrances, two (2) exits, and one (1) garage door. Entrances to restricted access areas will feature prominent signage indicating that access is restricted and that the public must be escorted.

All facility doors will remain closed and locked at all times, with restricted access area signage clearly posted. Access to the facility will be limited exclusively to employees and the owner.

Security cameras will be installed throughout the Cultivation Facility to provide 24-hour monitoring. At a minimum, surveillance will cover all entrances and exits, restricted access areas, all areas within the office, and the exterior of the building to observe and record all activity surrounding the premises.

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

To access restricted areas, visitors must be pre-scheduled by either Danny or a manager, except for AMCO personnel or duly authorized law enforcement agents. Each visitor is required to sign into the visitor log, recording their name, date, time of entry and exit from the restricted area, and the purpose of their visit. Valid, government-issued photo identification must be provided at sign-in.

All visitors—excluding law enforcement, AMCO Enforcement, or other authorized agents—will be issued a visitor badge, which must be visibly worn at all times while on the licensed premises and returned upon exit. At that time, Danny or a designated employee will brief the visitor on company policies regarding hygiene, safety, regulatory compliance, and other relevant information necessary for their time in the restricted access areas of the Cultivation facility.

A designated employee or Danny will escort and actively supervise the visitor(s) throughout the entire visit. No more than five (5) visitors will be allowed per supervising employee or Danny at any given time. Once the visit is over, all visitors must exit the premises and return their visitor badges.

The visitor log will be maintained and stored onsite as an official business record. Visitors must be escorted at all times while in restricted access areas. The escorting employee will document all details related to the visit, including any reportable activity or behavior. This log will be made available to AMCO upon request.

Visitor records will be stored in the shared office located on the building' s second floor. However, the six most recent months of business records will be securely stored within the licensed premises (see diagram) in a locked steel cabinet. After seven (7) years, hard copies of these records may be destroyed.

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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:

The Grow Lab

The Grow Lab

Visitor #1

Daniel Hordoan
MHP:18821
Facility: 40910

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 installed at the front, sides, and rear of the facility to ensure that video cameras can capture a clear view and accurately identify individuals within 20 feet of the building. This lighting is intended to help protect the product, employees, and licensees. Additionally, an exterior light will be placed above the entryway to ensure that the view of the entrance remains unobstructed.

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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:

The Grow Lab will be equipped with a security alarm system covering all entry and exit points. All windows will be sealed and covered to deter and prevent unauthorized access to the licensed facility. The security system will be continuously monitored through multiple sources. Danny will contract with a third-party security company that will have real-time access to monitor the surveillance cameras. Additionally, Danny will have remote access to the monitoring system via his cellular device.

Tundra Farms will implement motion-activated video surveillance throughout the entire facility, with the exception of the restroom. The surveillance system will provide high-quality, high-resolution video recordings. To ensure continued functionality during a power outage, the system will be supported by uninterruptible power supplies capable of powering the cameras for up to one hour.

If the alarm system is triggered, it will automatically send an electronic alert to the security monitoring center, Danny's cell phone, and/or the general manager. An audible alarm will also sound to deter intruders. The alarm system will remain active whenever the facility is closed. Each night, the last person to leave—either Danny or an employee—will activate the system, and the first to arrive in the morning will deactivate it.

In the event that the system sends an alert to local law enforcement for an unauthorized breach, the management team will evacuate the building to a designated safe location, if it is safe and necessary to do so. A designated employee will take a headcount of all employees and any visitors on-site to ensure everyone is accounted for. Management will then await law enforcement and follow all instructions provided.

Once it is safe to return, employees will inspect the facility for damage or theft, conduct an inventory check, and submit all required documentation to both law enforcement and AMCO Enforcement. Any incident involving local law enforcement on the licensed premises will be reported to AMCO and AMCO Enforcement via email immediately, or within 24 hours if immediate reporting is not possible.

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

Video surveillance at The Grow Lab will provide continuous monitoring of storage areas, grow rooms, and packaging zones. The system will be equipped with emergency battery backup power capable of operating for at least one (1) hour during power outages. Employees will conduct mandatory weekly inventory counts, and these reports will be documented as official business records. In addition, the management team will routinely perform internal audits by reconciling on-hand inventory with the data recorded in METRC to ensure accuracy. The Grow Lab maintains a strict zero-tolerance policy toward theft and/or diversion. All employees will undergo mandatory training to recognize and report such activities. The Grow Lab acknowledges that diversion can occur in both directions—either by diverting product out of the legal market or by introducing non-regulated, black-market product into the licensed system. Employees will be trained to immediately notify management if theft or diversion is suspected. If an employee is caught stealing marijuana or introducing black-market product into the facility, The Grow Lab will promptly notify local law enforcement and AMCO Enforcement, fully comply with all directives, and provide all necessary documentation for the investigation. Danny and/or the general manager will take all necessary actions to prevent illegal conduct from jeopardizing the facility's license or legitimate operations. Following any reported theft, Danny will update the inventory tracking system to ensure a complete and accurate accounting of all marijuana and inventory. Both Danny and the general manager will fully cooperate with any AMCO inquiries or investigations related to the incident. Documentation related to marijuana theft will be retained as a business record for five (5) years and will be made available to AMCO upon request. Video recordings will be stored for forty (40) days. Cameras will provide full coverage of grow areas, entryways, safes, money counting areas, and product packaging zones. All security monitors and video recording equipment will be housed in the secured office.

3.7. Describe your policies and procedures for preventing loitering:

Signs stating "No Trespassing" and indicating that the premises are under video surveillance will be prominently displayed around the facility. Designated personnel at The Grow Lab will be trained to conduct routine, unscheduled patrols of the property to identify any individuals who do not have official business on the premises.

If someone is found trespassing, they will be issued a verbal request to leave in accordance with the facility's no trespassing policy. If the individual fails to comply, law enforcement will be contacted for assistance.

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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.

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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. DH

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. DH

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

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). DH

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:

Surveillance cameras will be installed around the building, accompanied by sufficient lighting to ensure clear facial imaging of individuals within twenty (20) feet of all access points. These cameras will be regularly checked to prevent obstructions and maintain optimal visibility. Cameras will be strategically placed to capture comprehensive coverage of all interior and exterior areas of the facility from multiple angles.

All doors, grow rooms, packaging areas, and marijuana storage locations will have video coverage that clearly identifies individuals' faces. Cameras mounted at the external corners of the facility will monitor and record activity on each side of the building. The parking lot and driveway will also be under surveillance to capture vehicle identification.

A failure notification system will be implemented to provide both audible and visual alerts in the event of a malfunction in the surveillance system, allowing for immediate corrective action. In the event of a power outage, all surveillance cameras and recording equipment will operate on a battery backup system, ensuring continuous functionality for a minimum of one (1) hour.

Video surveillance footage will be accessible to both Danny and the general manager through their cellular phones.

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:

All surveillance recording equipment and footage will be securely stored in the locked office, with backup copies maintained on a cloud-based system. Access to the office will be restricted to Danny, the company' s general manager, and authorized AMCO agents or law enforcement personnel. The office will be secured by an advanced reinforced door that remains locked at all times.

Danny and the general manager will have remote access to the surveillance recordings, allowing them to monitor operations virtually. The security system will be protected by passwords to prevent any data tampering. Recorded footage will be retained as an official business record for a minimum of forty (40) days.

In cases where footage must be retained for extended periods—such as during criminal, civil, or administrative investigations—the recordings can be uploaded to a separate hard drive for longer-term storage. All recordings will be time- and date-stamped and archived in a format that safeguards against any alteration of the images.

Surveillance recordings and data will be made available to AMCO, AMCO Enforcement, 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)*; DH

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;** DH

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

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

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

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

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

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;** DH

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

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

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 records for The Grow Lab facility will be managed by Danny and the general manager. As the business expands, Danny may assign an employee to assist with record management. This employee will receive training on standard retention policies before beginning work to ensure that all business records are stored, maintained, and organized consistently and uniformly.

All business records—including operational and regulatory documents, recordings, surveillance footage, financial records, inventory and employment files, logs, manifests, and communications—will be securely stored in the office and backed up on an off-site server to safeguard against loss or damage.

Records kept within the facility will be stored in the secured shared office, accessible only to Danny and the general manager, except when AMCO or law enforcement requests physical inspection. Additionally, the six most recent months of business records will be stored and locked within the licensed premises (see diagram) in a secure steel cabinet.

All records will be made available to AMCO upon request.

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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. DH

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

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. DH

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. DH

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. DH

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. DH

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

All employees will receive multi-disciplinary training tailored to their specific roles, including instruction on both State and Federal law. Training will feature supplemental legal education focused on Alaska statutes and regulations, provided during orientation and updated regularly as laws evolve.

Federal laws concerning marijuana will also be addressed. Employees will be taught how to respond appropriately to questions on this topic, using carefully prepared statements that provide factual information about current laws without offering legal opinions. These responses are intended for use when interacting with customers (including other marijuana retail establishments), regulatory officers, or other parties.

The employee training curriculum will include the following topics:
a) hygiene of equipment, facility, and personnel;
b) state testing protocols;
c) state security regulations;
d) state sampling protocols;
e) chemical and pesticide storage;
f) sample handling and control;
g) chain of custody requirements;
h) consumption regulations;
i) guidelines for mandatory training;
j) mandatory record-keeping and retention policies;
k) transportation of marijuana.

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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.	MB
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.	DH
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.	DH
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).	DH

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:

METRC-generated transport manifests will accompany all marijuana in transit. The Grow Lab will provide a manifest copy with each shipment and retain one on-site. Each manifest includes strain name, product type, batch number, weight, transporter name, handler ID, departure time, expected delivery time, and transport vehicle make, model, and plate number. Transport vehicles will travel directly, making no unnecessary stops. Marijuana will be sealed in containers—max 5 lbs for wholesale, 1 lb for resale—without repackaging. During transit, marijuana will be locked out of public view. Shipping containers will have a label stating the batch was tested by a licensed facility, listing: final testing date, cannabinoid potency profile as % range from lowest to highest for each cannabinoid tested from the same strain within 3 months, microbial test results, and tested contaminants including molds, mildew, filth, herbicides, pesticides, fungicides, and other harmful chemicals.
Packaging occurs in a designated area under 24-hour surveillance. It will be consistent, secure, and clearly labeled. Certified scales per Alaska Weights and Measures Act will be used, with all registrations and inspections kept on-site. After packaging, marijuana is placed in sanitized, airtight, heat-sealed plastic containers (no easy-open features like tabs, dimples, corners, or flaps), labeled, and barcoded for inventory. Products are stored in a secured area until transport.
All packaging is inspected, accepted or rejected, and logged. The on-site manager verifies that packages are contamination-resistant and safe. Each label includes cultivation facility name and license number, harvest date, batch number, packaging date, net weight and quantity (inventory-compatible), and full list of pesticides, fungicides, and herbicides used. The Grow Lab may use licensed third-party transporters with valid handler permits.

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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. DH

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. DH

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. DH

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. DH

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. DH

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. DH

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

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):

No advertising of any kind will be displayed at the establishment.

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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):

I plan on no advertisment
Wholesale only through Apex or leaf link
logo is attatched

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

DH

Daniel Hordoan
Printed name of licensee

Signature of licensee

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