

<b>Bulletin Number:</b> MN_IB_0058	<b>Distribution Date:</b> 03/24/2026	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Temporary Event Sales	
<b>Reason:</b> To provide MN license holders with the process for transferring product for temporary event sales.		

Greetings,

This bulletin provides information on the inventory steps necessary to properly record packages that are being transferred to a licensed event for sale. These steps should only be followed by license holders with permission to operate at these events as a vendor.

The steps outlined within this bulletin are as follows:

1. Identify what products they want to transport to the event.
2. Set up a Temporary Event Location in Metrc.
3. Create an Event Transfer from license holder to license holder (to yourself) that lists the products to transfer to the event.
  - Planned route should be from your facility to the event location.
  - The licensed transporter that will transport the product to the event location.
4. Receive the incoming transfer and select the Temporary Event Location as the Location.
5. Log all event sales in Metrc within 24 hours of sale.
6. For any unsold product, create a new transfer manifest to move inventory back to the retail facility that includes the following.
  - Planned route should be from the event location to your facility.
  - The licensed transporter that will carry out the transfer.
7. Receive the remaining product back into the facility's inventory.

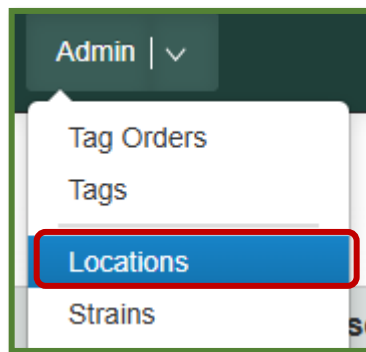
Please find a detailed description of this on the following pages.

## **Creating a Temporary Event Location**

When a retailer has been granted permission by the OCM to transfer and sell product at a temporary event, the following steps below must be done to accurately report the packages that will be brought to and sold from during the event.

The first step, when permission has been granted to attend the temporary event, will be to create a new location that denotes the inventory for the temporary event.

Go to the Admin area on the navigational toolbar and select the “Locations” option from the dropdown menu – **see Figure 1**.



**Figure 1: Locations**

Once on the Locations grid, click the Add Locations button which will open an action window to create the new location. Next, create the new location with the name of the event, and the location type as Temporary Event. Once properly named and the type selected, click the “Create Locations.”

## Creating Transfer for Event

The next step is to create a transfer for the product that will be brought to the event for sale using the license number as both the origin and destination license. The transfer type used should be “Event Transfer.”

The fields of the licensed transfer should be filled out accordingly:

**Destination 1:** Your license number

**Phone Number:** Enter phone number of transporter.

**Planned Route:** Enter the name of the event, event location, event license holder number, and the route that will be traveled to the event.

**Transporter #:** The Transporter # should be the Secure Transporter license number.

Once the product has arrived at the event, the transfer can be accepted into the origin/destination license. Place the packages into the Temporary Event Location – **see Figure 2.**

The screenshot shows a web form titled "Receive Licensed Transfer". The form is divided into several sections with input fields and dropdown menus. The fields are as follows:

- Manifest:** 0000029201
- Transfer Type:** Affiliated Transfer
- Origin Lic. No.:** DIS-L22-000026-02-AUR
- Origin Name:** AU Retail
- Main Phone No.:** (empty)
- Mobile Phone No.:** (empty)
- Phone No. for Questions:** 0000000000
- Employee ID:** employeelDtest
- Vehicle Make:** Chevy
- Driver's Name:** Test test
- Vehicle Model:** Van Go
- Driver's Lic. No.:** 123 number test
- License Plate:** B4IGO
- Registration Number:** (empty)
- Package # 1:** 1A4FF0300000A2A000000008
- Item:** Frodo's Pipe Weed 3.5g
- Shipped Qty.:** 1 ea  Reject
- Location:** Event Location (highlighted with a red box)
- Receive Qty.:** 1 Each
- Sublocation:** Type part of the Sublocation nam (Optional)

At the bottom right of the form, there are two buttons: "Cancel" and "Receive Transfer".

**Figure 2: Receiving Package with Event Location**

All sales made for each day of the event should be recorded in Metrc by the end of that same day.

At the end of the event, a new transfer will be created, this time routing from the event back to your facility. The packages will be received back into the license in their correct locations. The license holder must use a licensed transporter when transferring back to their retail facility.

Once the event is completed, you will discontinue the Temporary Event Location.

For additional assistance with creating and receiving transfers, please refer to Metrc Expert or the training modules within [Metrc Learn](#).

### Metrc resources

If you have any questions, or need additional support, the following resources are available:

**Contact Metrc Support** by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click the Support area dropdown on the navigational toolbar and click [support.metrc.com](https://support.metrc.com) to redirect to the portal.

*Please note:* If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

**Metrc Learn:** Metrc Learn is designed to offer interactive educational opportunities to enhance Metrc system users’ skills and provide various training options based on experience level.

In addition, the learning system is organized into facility-specific programs made up of various courses. To login or register for an account, visit [Metrc Learn](#).

**Access additional resources:** In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.