



Mescalero Apache Tribal Gaming Commission

P.O. Box 329 Mescalero, NM 88340 Ph. 575.464.7100 Fax 575.464.7115

Gaming Vendor

DELIVERED VIA EMAIL

Re: Shipping Requirements

This letter should be forwarded to the appropriate Compliance/Shipping personnel.

1. Gaming Media definition.
 - a. Any media device such as EPROMS, multimedia devices, smart cards, flash cards, CD ROMS, clear/key devices, or other media serving the same function that contain the game, random number generator (RNG), pay tables, payback/hold percentages, controls denomination information, communication between the gaming device and the on-line slot system, and/or the ability to change these items.
2. Prior to the shipment of gaming machines, all Gaming Media as defined above and their replacements shall be sent directly to the Mescalero Apache Tribal Gaming Commission.
3. The Mescalero Apache Tribal Gaming Commission **prohibits** the shipment of revoked Gaming Media to its gaming jurisdiction.
4. The Mescalero Apache Tribal Gaming Commission **prohibits** the shipment of obsolete Gaming Media to its gaming jurisdiction except to replace existing obsolete Gaming Media on the casino floor.
 - a. Obsolete Gaming Media will not be accepted at any other time.
5. Notification Requirements
 - a. Notification should include the following.
 - i. Gaming Machines
 1. Number of gaming machines
 2. Model numbers
 3. Serial numbers
 4. Type of gaming machines
 5. Date of expected arrival
 6. Seal number(s)
 7. Ship to information (specific casino location)
 8. Shipper's information i.e. address, telephone number, etc.

- ii. Gaming Media
 - 1. Type of Gaming Media i.e. EPROM, compact flash, USB drive, board, etc.
 - 2. Identification/Product number of all media being shipped
 - 3. Quantities of all media being shipped
 - 4. Date of expected arrival
 - 5. Ship to information (specific casino location)
 - 6. Shipper's information i.e. address, telephone number, etc.
 - b. Notification and any amendments to the notification should be transmitted electronically via email or fax and must be received prior to the shipment of Gaming Media and gaming machines.
 - i. Gaming Media for new gaming machine install must be received at least fourteen (14) calendar days prior to the receipt of the gaming machine(s).
 - 1. A combined gaming machine and gaming media notification is preferred.
 - ii. Gaming Media for upgrades/replacements/conversions must be received at least one (1) day prior to the receipt of the Gaming Media.
 - iii. Gaming machines to be returned to manufacturer/distributor must be received at least fourteen (14) calendar days prior to picking up the gaming machines.
 - c. Shipper must ensure notification is received by Mescalero Apache Tribal Gaming Commission
 - d. Who to notify
 - i. Shall be sent to proper Casino personnel and all MATGC personnel listed on the Notification List provided.
 - ii. Notification via email is preferred if not available fax to:
Mescalero Apache Tribal Gaming Commission
Attn: Slot Auditor
(575) 464-7115
6. Shipping
- a. Gaming Machines
 - i. Shipments must be sealed.
 - 1. The seal used must be identifiable via a numeric/alpha numeric identification number.
 - 2. The seal must be verified by a Gaming Commission Representative upon arrival of gaming machines to and departure from gaming jurisdiction.
 - b. Gaming Media
 - i. All Gaming Media is to be shipped separately and directly to the Mescalero Apache Tribal Gaming Commission. See 7. Exceptions
Mescalero Apache Tribal Gaming Commission
Attn: Executive Director
287 Carrizo Canyon Road
Mescalero, NM 88340
 - ii. Gaming Media for a new install must be shipped overnight, fourteen (14) calendar days prior to the receipt of the gaming machines.

- iii. Gaming Media, from gaming machines to be returned to the Manufacturer/Distributor, shall be removed from the gaming machines in the presence of the Gaming Commission Representative and delivered to the Gaming Commission. See 7. Exceptions
 - iv. Return of Gaming Media
 - 1. The Manufacturer/Distributor must specify whether to destroy or return the Gaming Media within the notification specified in 5.b.3.
 - 2. Failure to include Manufacturer/Distributor disposition of Gaming Media within notification shall result in the Gaming Commission retaining media.
 - 3. Manufacturer/Distributor must provide return shipment address, RMA number, FedEx or a comparable account number, pre-paid return label, etc.
 - 4. All shipping costs are at the expense of the Manufacturer/Distributor.
 - c. The Manufacturer/Distributor may ship other parts (i.e., boards, cleared drives, etc.) directly to the Gaming Operation without requiring the approval of the Gaming Commission.
7. Exceptions
- a. IGT AVP platform gaming machines are allowed to be shipped to Jurisdiction with all media loaded within the machine with the exception of the boot chips.
 - i. Boot chips must be sent with proper notification and shipped as specified in 5.b.1 or 5.b.2 as applicable.
 - b. IGT AVP platform gaming machines will not have any media removed and shall be returned to Manufacturer/Distributor with all media residing within the machine itself.
8. Par Sheets/Additional Documentation
- a. Par Sheets must be received by the Mescalero Apache Tribal Gaming Commission for all new gaming machines and any Gaming Media upgrades/replacements in which the payback percentage changes.
 - b. One (1) copy of Par Sheets shall be mailed or emailed to the Mescalero Apache Tribal Gaming Commission concurrently with the shipment of Gaming Media to the address listed in 6.b.1.
 - c. If the Manufacturer/Distributor has par sheets posted on a website:
 - i. Manufacturer/Distributor shall provide to the Gaming Commission access to par sheets i.e. login, password.
 - ii. Manufacturer/Distributor must state on the notification that the par sheets are accessible on line.
 - iii. If the payback percentage/paytable id offered within the machine(s) does not exactly match what is listed on the par sheet(s) provided (excluding rounding) the Manufacturer/Distributor must ensure to provide all necessary documents that properly explain the deviation.
 - iv. For all progressive machines in which the Manufacturer is responsible for the top award, the Manufacturer must provide documentation that gives the base amount and contribution information.
 - d. Any additional documentation needed to further explain the configuration/set up of a gaming machine/progressive such as, progressive incrementation set up

sheet, increment rate break down sheet, configuration overview, IPC progressive information, etc.

9. Waivers

- a. A request to waive the Shipping Requirements under this policy must be submitted to the Gaming Commission, in writing, seventy-two (72) hours prior to shipment.
- b. The request may be sent via fax or email. The Gaming Commission prefers the request be sent via email.
- c. The waiver may be granted by any of the Mescalero Apache Tribal Gaming Commission employees listed below.
 - i. Slot Auditors
 - ii. Audit Director
 - iii. Executive Director
- d. If extenuating circumstances exist that would not allow for some or any of the above requirements to be met, please contact any of the Gaming Commission employees listed on the Notification List provided.

10. Failure to comply with requirements stated above shall result in the levying of a fine and the possible suspension or revocation of a Gaming Vendor's Gaming License.

11. This policy supersedes any and all previous policies regarding Shipping Requirements effective Tuesday, May 31, 2011.

Additional information may be obtained by contacting the Mescalero Apache Tribal Gaming Commission.

Respectfully,



Albert R. Apodaca
Executive Director
Mescalero Apache Tribal Gaming Commission