



# *Mescalero Apache Tribal Gaming Commission*

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

Gaming Vendor

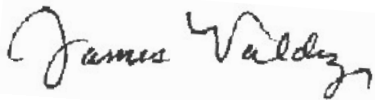
DELIVERED VIA EMAIL

Re: Shipping Requirements

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

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

Respectfully,



James Valdez  
Executive Director

# MATGC

## SHIPPING REQUIREMENTS

### SECTION I – DEFINITION-

- A. **GAMING DEVICE:** Any tables, shufflers (single/multi deck), layouts, cards, cheques, chips, dice, controllers, reader boards, wheels, etc.
  - 1. Playing Cards used in playing Table Games
  - 2. Plastic Cards used in playing Card Games (Poker)
  - 3. Cheques have monetary value
  - 4. Chips are non-cash value
- B. **GAMING MEDIA:** Any media device such as EPROMS, USB drives, 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.
- C. **MATGC:** Mescalero Tribal Gaming Commission
- D. **OBSOLETE:** Outdated Gaming Media

### SECTION II – POLICY-

- A. Shipment of all Gaming Media as defined above and their replacements shall be sent directly to the MATGC.
- B. The MATGC **prohibits** the shipment of revoked Gaming Media to its gaming jurisdiction.
- C. The MATGC **prohibits** the shipment of obsolete Gaming Media to its gaming jurisdiction except to replace existing obsolete Gaming Media on the gaming floor.
  - 1. Obsolete Gaming Media will not be accepted at any other time.
- D. Notification Requirements-
  - 1. Notification should include the following:
    - i. Gaming Media
      - a. Type of Gaming Media i.e. EPROM, USB drive, compact flash, board, etc.
      - b. Identification/**Third Party Testing Lab** number of all media being shipped.
      - c. Quantities of all media being shipped.
      - d. Expected date of arrival.
      - e. SHIP TO information (specific casino location)
      - f. Shipper's information i.e. addresses, telephone number, etc.
    - ii. Gaming Devices
      - a. Name of Game(s).
      - b. Quantities (for cards, cheques, chips, dice include color).
      - c. Model Numbers
      - d. Serial Numbers
      - e. Expected Date of Arrival.
      - f. SHIP TO information (specific casino location)
      - g. Shipper's information i.e. addresses, telephone number, etc.

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## SHIPPING REQUIREMENTS

2. Notifications 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 Devices.
    - i. New Gaming Media must be received seven (7) calendar days prior to receiving the Gaming Devices.
    - ii. Gaming Media for upgrades/replacements/conversions must be received one (1) day prior to the receipt of the Gaming Media.
    - iii. **New Gaming Devices must be received seven (7) calendar days prior to receipt of the Gaming Devices.**
    - iv. Gaming Devices for upgrades/replacements/conversion must be received one (1) day prior to the receipt of the Gaming Device.
    - v. Gaming Devices to be returned to the manufacturer/distributor must be received at least seven (7) calendar days prior to picking up the devices.
  3. Shipper must ensure notification is received by the MATGC.
  4. Who to notify:
    - i. Notification(s) shall be sent to proper casino personnel and all MATGC personnel listed on the Notification List provided.
    - ii. Notification(s) via email is preferred if not available fax to:  
Mescalero Apache Tribal Gaming Commission  
Attn: Lead Auditor  
(575) 464-7115
- E. Shipping-
1. Gaming Devices
    - i. The Manufacturer/Distributor may ship directly to the Gaming Operation with proper notification to the **MATGC**.
  2. Gaming Media
    - i. All Gaming Media is to be shipped separately and directly to the MATGC:  
Mescalero Apache Tribal Gaming Commission  
Attn: Executive Director  
287 Carrizo Canyon Road  
Mescalero, NM 88340
  3. Gaming Media from Gaming Devices to be returned to the Manufacturer/Distributor shall be removed from the Gaming Device in the presence of the MATGC Representative and delivered to the MATGC.
  4. Return of Gaming Media
    - i. The Manufacturer/ Distributor must specify whether to destroy or return the Gaming Media within the notification specified in D.
    - ii. Failure to include Manufacturer/Distributor disposition of Gaming Media within notification shall result in the MATGC retaining the media.

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## SHIPPING REQUIREMENTS

- iii. Manufacturer/Distributor must provide return shipment address, RMA number, FedEx or a comparable account number, per-paid return label, etc.
  - iv. All shipping costs are at the expense of the Manufacturer/Distributor.
- F. Additional Documentation-
- 1. Par sheets, Math analysis, etc. must be received by the MATGC for all new gaming devices and any upgrades/replacements that cause the payback/math to change.
  - 2. Documentation for all progressive devices must be provided that explain the configuration, set up, progressive incrementation, and any other pertinent information.
  - 3. One (1) copy of documentation shall be sent via email or mailed to the MATGC concurrently with the shipment of Gaming Media to the address listed in E.2.i.
- G. Waiver-
- 1. A request to waive the Shipping Requirements under this policy must be submitted to the MATGC, in writing, seventy-two (72) hours prior to shipment.
  - 2. The request may be sent via email or fax.
    - i. The MATGC prefers the request be sent via email.
  - 3. The waiver may be granted by any of the MATGC employees listed below:
    - i. Lead Auditor
    - ii. Audit Director
    - iii. Executive Director
  - 4. If extenuating circumstances exist that would not allow for some of any of the above requirements to be met, please contact any of the MATGC employees listed on the Notification List provided.
- H. Failure to comply with the requirements stated above shall result in the levying of a fine and the possible suspension or revocation of a Gaming Vendor's Gaming License.
- I. This policy supersedes any and all previous policies regarding Shipping Requirements effective Monday, November 17, 2014