



SMSC GAMING  
ENTERPRISE

## COMPLIANCE MEMORANDUM

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### ***Shipping Standards – Slot Machines***

Following is the revised protocol to be used by vendors when shipping slot machines to Mystic Lake Casino Hotel for purposes of display and demonstration in conjunction with Conferences and Exhibits that have been coordinated through the Shakopee Mdewakanton Sioux Community Gaming Enterprise Group Sales and Catering Department (*Group Sales and Catering*).

1. Provide notice to both the Shakopee Mdewakanton Sioux Community Gaming Commission (*SMSC Gaming Commission*) and Group Sales/Catering of the delivery and removal dates. Such notification shall be at least five (5) days prior the date of delivery and removal of the slot machines.
2. Notification to the SMSC Gaming Commission shall be by e-mail to Doug Noyes, Gaming Operations Coordinator at: [noyesd@smscgc.org](mailto:noyesd@smscgc.org)
3. Notification to Group Sales and Catering shall be by fax (952) 496-6568; or e-mail: [sales@mysticlake.com](mailto:sales@mysticlake.com)

Included as part of the notification shall be the identification of the following:

#### **Shipping Information**

- Name of the show/convention/sponsor group
- Date(s) of the show/convention
- Date of shipment
- Dates the machines will arrive and be removed
- Number of machines
- Machine(s) owner/shipper
- Carrier

#### **Machine Information**

*(The following information is required of each game)*

- Serial Number
- Model Number
- Name of Game
- Game Software
- Manufacturer

### **Contact Information**

- Identify a primary individual (*including telephone number*) that can be contacted in the event of any questions regarding the shipment and receipt of slot machines.

### **Shipping Requirements**

- All machines shall be shipped in a sealed trailer.

### **Restrictions**

- Any slot machines brought onto the property of the Gaming Enterprise shall be for display and exhibit/demonstration only purposes. Such machines shall be restricted to the designated convention areas.
- Any machines that arrive at Mystic Lake Casino Hotel that have failed to meet any of the identified requirements shall not be permitted to be removed from the carrier and returned to the owner/shipper.

### **Group Sales and Catering Requirements**

Group Sales and Catering will provide written advance notice to both the Security and Shipping and Receiving Departments of the following information:

- Arrival and departure dates of the slot machines
- Identification of the group bringing the slot machines on property
- Number of machines
- Identification of carrier delivering and removing the slot machines from property

Should you have any questions or require clarification of any of the above noted shipping requirements, do not hesitate to contact me directly.