



CasinoFest9 Vendor Requirements

Below are the requirements for the use of all Demo Gaming Machines and Devices installed at CasinoFest9 at Cherokee Hard Rock Casino May 16th – May 19th, 2011 as set by the Cherokee Nation Gaming Commission:

- A Shipping Notification from each vendor must be sent to the Cherokee Nation Gaming Commission (CNGC) prior to the event, with all of the serial numbers of the demo machines to be installed, machine description and onsite event Vendor Rep contact information. All machines must be designated as DEMO ONLY for CASINOFEST9 and no machine may be set up for live play or be placed anywhere other than the CASINOFEST9 Demo area. This email notification must be sent no less 7 business days in advance of the event set-up date. Include your preferred machine set-up time and removal time and your required disposition of machine software at the time of machine removal. If you want the software returned, you must email a return label at the time of notification (see below for details). If you do not require the software returned, CNGC will destroy it.

SEND THE NOTIFICATION EMAIL TO: rebecca-smythe@cherokee.org

- Since these machines are for DEMO ONLY, the vendors may ship the software directly to the CNGC Office at the Hard Rock Casino via FedEx or UPS. Ship only the software that affects game play such as eproms, CF Cards, Thumb Drives, CDRoms, etc. Do NOT ship cables, harnesses, etc. that do not affect game play. Include inside the package, a standard packing slip stating the vendor information, software description, the machine information and that it is for CasinoFest9 Demo Only. SHIP DEMO SOFTWARE TO:

CNGC OFFICE, Att: Jamie Marshall
Hard Rock Casino
777 W. Cherokee St.
Catoosa, OK 74015

- CNGC will not be needed for the receipt or delivery of these Demo Machines onto the CasinoFest9 Demo floor but Vendors are to remove the machines from the transport vehicle and take them directly to the Demo Floor. Do not store elsewhere on the property. CNGC Agents will verify serial numbers from the Shipping Notification during the delivery of software, once they are on the CasinoFest9 Demo Floor.

- **CNGC will need to know the requested Machine install time to coordinate the hand delivery of the software by the CNGC Agents to the vendors. Event Move-in date is Monday, May 16th from 1pm to 10pm. Include your preferred set-up time in your Notification Email along with your on-site Tech's name and cell phone #. Due to CNGC Agent's tight schedule during this event you must decide on a 2 hr time frame such as 3pm to 5pm within the 9 hrs allowed. We will make every attempt to coordinate with your Tech and accommodate your schedule but some delays may occur.**
- **CNGC will also need the requested removal time from all vendors so that they can coordinate the removal of the software by the CNGC Agents. The Event Move-Out Date is Thursday, May 19th from 3pm-9pm. Include your preferred removal time in your Notification Email along with your on-site Tech's name and cell phone #. Due to CNGC Agent's tight schedule during this event you must decide on a 1 hr time frame such as 3pm to 4pm within the 6 hrs allowed. We will make every attempt to coordinate with your Tech and accommodate your schedule but some delays may occur.**
- **A prepaid self addressed shipping label is required from each vendor that ships software to CNGC that requests the return of this software to the vendor when the event is over. Email a prepaid, self addressed (vendor business address only) shipping label from FedEx or UPS along with the Shipping Notification Email.**

CNGC, 200 N WATER AVE, TAHLEQUAH, OK 74464, 918-453-5702 (ph), 918-458-6266 (fx)