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## Lottery and Gaming Control Commission

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1800 Washington Boulevard, Suite 330, Baltimore, MD 21230

### CASINO'S DECLARATION:

### EMERGENCY USAGE OF NON-APPROVED VENDOR SERVICES

**Form #1024**

**This form is to be completed only by a Casino Rep or an authorized Casino Construction Rep.**

**SECTION A - REGULATIONS**

**A.1** A “Vendor” is any person who provides non-gaming related goods and services to a video lottery operation licensee (Maryland licensed casino) or video lottery operation license applicant (applying to become a Maryland licensed casino). A Maryland non-gaming Vendor:

- a) Includes suppliers of alcoholic beverages; suppliers of food and non-alcoholic beverages; refuse handlers; vending machine providers and service personnel; janitorial and maintenance companies; tenant businesses or franchises located within casinos if such goods and services are not gaming related; providers of transportation services if such services are not gaming related; persons involved in the construction of a casino; lessors of real property or goods; payroll services and other employer related services; employee recruiting services; or
- b) Is a person whose services the Commission determines must be registered or certified; and
- c) Is prohibited from providing or attempting to provide any gaming related goods, services or supplies (such as cards, dice, table games devices, slot machine components or other controlled items) unless licensed by the Commission as a Gaming Manufacturer or Gaming Contractor.

**A.2** Pursuant to Code of Maryland Regulation (COMAR) 36.03.02.17, a vendor, unless exempt, is required to be registered or certified by the Commission **prior to conducting any business** with a licensed casino or casino license applicant. **Exception:** A Maryland licensed casino or a Maryland casino license applicant may accept goods or services from a vendor that is not registered or certified **if** the licensee or applicant:

- a) encounters an emergent threat to public health, safety, or welfare;
- b) that is outside its control; and
- c) requires immediate provision of goods or services by a vendor.

**A.3** Unless the vendor is exempted from registration or certification by the Commission, a Maryland licensed casino or a Maryland casino license applicant that requires the provision of goods or services by a vendor described in **A.2** must:

- a) Complete an ‘Emergency Usage of Non-Approved Vendor’ Form which includes an explanation of the need for the use of a vendor that is not registered or certified by the Commission;
- b) Submit the form to the Commission no later than the **next State business day** after the vendor’s emergency provision of goods or services; and
- c) Ensure that **within 20 business days** after the vendor’s emergency provision of goods or services, the vendor completes and submits to the Commission:
  - i. a Vendor Registration Application, **Form 1023**, if the vendor provided, or anticipates providing, from \$20,000 to \$299,999 in goods or services; or
  - ii. a Vendor Certification Application, **Form 1021**, or **Form 1021CC**, if the vendor provided, or anticipates providing, \$300,000 or more in goods or services.

**A.4 Notice:** A casino is **prohibited** from disbursing payments to non-approved vendors.

**A.5** Vendor registration and certification forms are available at <http://gaming.mdlottery.com/licensing>.

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**SECTION B - NOTIFICATION TO THE COMMISSION**

On \_\_\_\_\_ (date), \_\_\_\_\_, a Maryland licensed casino or a Maryland casino license applicant encountered an emergent threat to public health, safety, or welfare. The emergent threat to public health, safety, or welfare was outside the control of the casino and required the procurement of emergency provisions of goods and/or services from a vendor that had not been registered or certified by the Commission.

The above listed casino or casino applicant used the vendor listed below for the following reason(s):

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The vendor is known as: \_\_\_\_\_  
(include 'Trading As' or 'Doing Business As' names). The vendor provided the following information regarding their business offices:

Address Line 1		
Address Line 2		
City	State	Zip
Mailing Address Line 1, if different from above, otherwise enter "Same"		
Mailing Address Line 2, if different from above, otherwise enter "Same"		
City	State	Zip

The vendor's point-of-contact is:

Name and position held within the company	
Office telephone number	Cell number for the point-of-contact
Email address for the point-of-contact	Company's web address (if known)

\_\_\_\_\_  
Signature of Casino Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Casino Representative

\_\_\_\_\_  
Title of Casino Representative