



Maryland Lottery and Gaming Control Agency (MLGCA)
 Casino Licensing Background Investigations Division, 1800 Washington Boulevard, 3rd Floor, Baltimore, Maryland 21230 (410) 230-8918
 Email questions or concerns to the Casino Non-Gaming Goods and Services Coordination Team at: NonGaming.Vendors@maryland.gov

Vendors – a “How to” Guide

Any person who provides **non-gaming related goods or services** to a licensed casino or to a casino licensed applicant (casino under construction), unless deemed exempt by the Maryland Lottery and Gaming Control Commission, is required to be Registered or Certified by the Commission in order to conduct business with a Maryland casino as an Approved Vendor (Vendors are never Licensed; Vendors can only be “Approved”).

You are required to submit an application to the Commission if your company is contracted to provide more than \$10,000 of non-gaming goods or services, such as: (**non-construction based vendors**) food and beverage supplies; janitorial or maintenance services; transportation resources; staffing or recruitment assistance; IT solutions; etc., or (**construction based vendors**) involved in casino construction related activities, to include construction management, general contractors and subcontractors.

*(Note: Non-Gaming Vendor Applicants are prohibited from providing regulated **gaming goods** such as cards; dice; table games devices; slot machine components and other controlled items. ONLY a licensed Gaming Manufacturer or a licensed Gaming Contractor is permitted to provide regulated gaming goods).*

Step 1, determine the correct form:

If a non-construction-based vendor applicant provides, or anticipates providing in a calendar year, the following amounts related to non-gaming goods and services:	The vendor applicant must submit Form #:
\$9,999 and below	Exempt, none
from \$10,000 to \$299,999 at any one casino	Form 1023 - Registration
from \$10,000 to \$599,999 at two or more casinos	Form 1023 - Registration
above \$300,000 at any one casino	Form 1021 - Certification
above \$600,000 at two or more casinos	Form 1021 - Certification
If a construction-based vendor provides, or anticipates providing in a calendar year, the following amounts related to non-gaming goods and services:	The vendor applicant must submit Form #:
\$9,999 and below	Exempt, none
from \$10,000 to \$299,999 at any one casino	Form 1023 - Registration
from \$10,000 to \$599,999 at two or more casinos	Form 1023 - Registration
above \$300,000 at any one casino	Form 1021CC - Construction Certification
above \$600,000 at two or more casinos	Form 1021CC - Construction Certification

All forms are available <http://gaming.mdlottery.com/licensing> under the heading ‘Non-Gaming Vendor Forms’.

Step 2, establish a business relationship: Vendors must have a written agreement with a casino *before* applying to become a Maryland Approved Vendor. A non-construction-based vendor must obtain a “Casino’s Certification of Business Relationship” form signed by an authorized Casino Representative.

A construction-based vendor must obtain a “Casino’s Certification of Business Relationship” form signed by a Casino Representative – or – signed by an authorized Casino Construction Representative.

Note: A vendor applicant is prohibited from signing a “Casino’s Certification of Business Relationship” form.

If a vendor applicant submits a Vendor Registration Form application, or a Vendor Certification Form application bearing the signature of a vendor applicant, it may be considered a material misrepresentation to the Commission, and can result in an automatic disqualification.

Step 3, submit verification of registration with Maryland SDAT: To do business within the State of Maryland, all vendor applicants, including in-state (Maryland) businesses and out-of-state (Foreign) businesses, are required to verify that they have registered with the Maryland State Department of Assessments and Taxation (MD SDAT). MD SDAT will determine whether the vendor applicant is required to:

- 1) File for a Trade Name Registration; or
- 2) File for, and maintain, “Good Standing” status. (If so, the vendor is required to furnish the Commission with a copy of the ‘Certificate of Good Standing’ from MD SDAT with the Vendor Form application).

NOTE: NONE OF THE BELOW-LISTED LINKS FOR MD SDAT ARE HYPERLINKS – copy and paste them into your Browser. Assistance with this process may be obtained from <http://dat.maryland.gov/Pages/default.aspx> - under the “**Online Services**” headline on the left-hand side of the page, click on “**Business Personal Property Information**”; or, if necessary, send an e-mail inquiry to: charterhelp@dat.state.md.us

MD SDAT *Frequently Asked Questions* Website page is:

<http://dat.maryland.gov/businesses/Pages/Charter-Frequently-Asked-Questions.aspx>

MD SDAT “New Businesses / Charter Legal Review” phone numbers: 410-767-1330/1340/1350.

MD SDAT “Business Customer Service Division” phone numbers: 410-767-1340/1350.

MD SDAT *Frequently Asked Questions for Non-Maryland (Foreign) Business Entities* Website is:

[http://dat.maryland.gov/businesses/Pages/Non-Maryland-\(Foreign\)-Business-Entities.aspx](http://dat.maryland.gov/businesses/Pages/Non-Maryland-(Foreign)-Business-Entities.aspx)

Out-of-state Vendors may need to:

- a) Go to the MD SDAT Web site link: <http://dat.maryland.gov/businesses/Pages/default.aspx>
- b) On the top toolbar, click on “**Forms & Applications**”
- c) Scroll down to “**FOREIGN (non-Maryland) BUSINESSES**”, click “**Foreign Corporation Qualification Form**”
- d) Complete the form with applicable fee(s).
- e) *If necessary*, contact MD SDAT (410-767-1330/1340/1350) to inquire how to expedite this process.

Step 4, complete and review the application before submission: Vendor applicants are urged to read the instructions carefully and review each page thoroughly before submission to the Commission. Failure or refusal to submit a complete and accurate application will result in delay, and may cause the Commission to reject or deny the application. There is no appeal right for denied Vendor’s Registration or Vendor’s Certification, or denied Renewal of a Vendor Registration or Certification.

Step 5, submit the application and required fee: Vendor applicants are required to submit the application fee (funds sent as a Bank / Business / Cashier’s / Certified Check or Money Order are to be submitted along with the Vendor Form application. Funds submitted as a Wire Transfer should be confirmed *before* submitting the Vendor Form application. When submitting the application to the Commission, it is recommended that vendor applicants consider sending their application to the MLGCA Casino Licensing and Background Investigations Division (*to the address listed on Page 1*) via a traceable delivery service (USPS, UPS, FedEx, DHL, etc.) to ensure document security.