



TRIBAL GAMING COMMISSION



VENDOR CHECK- IN PROCEDURE

I. PURPOSE

The purpose of this procedure is to establish the process that all vendors and other outside entities must follow to gain authorized entrance into a gaming facility operated by the Poarch Band of Creek Indians (PCI) and regulated by the Poarch Band of Creek Indians Tribal Gaming Commission (TGC).

II. PROCEDURE

A. Arrival

1. Upon arriving at a gaming facility, all vendors will report to the TGC Licensing Clerk's office to check in prior to entering the facility and conducting any business on site.

B. Licensed Vendors

1. Licensed vendors will present their TGC issued Vendor License to the Licensing Clerk on duty.
2. The Licensing Clerk will verify that the badge is current and valid and allow the vendor to sign-in.
3. The Licensing Clerk will contact the appropriate gaming team member of the vendor's presence and allow access into the facility when applicable. Otherwise the licensed vendor will proceed to the authorized area of the facility in which they will be performing work.
4. Upon departure, the vendor must return to the Licensing Clerk's office to sign out.

C. New or Unlicensed Vendors Check In

1. Vendors that are new or not currently licensed with the TGC must complete an application in order to receive a Temporary Day Badge.
2. Upon completion of the application, the vendor shall return the completed application to the Licensing Clerk along with a valid federal or state issued ID.
3. The Licensing Clerk will file the ID and in return issue the Vendor a Temporary Day Badge valid for the current visit only.
4. The Vendor will sign in and the Licensing Clerk will contact the appropriate gaming team member unless the new or unlicensed vendor is accompanied by another licensed vendor. Access will be granted if the aforementioned conditions are met.
5. Upon departure, the vendor will return the Temporary License Badge to the Licensing Clerk in return for his/her identification and sign out.

D. Limitations

1. A vendor may only enter gaming facilities operated by PCI and regulated by the TGC for a maximum of six (6) visits per year without an official TGC Vendor License.
2. A visit is defined as any time a vendor has signed in to receive a Temporary Day Badge at any of the Tribal Gaming Facilities.
3. Any vendors that will knowingly exceed the six allowed visits should begin the licensing process immediately.
4. If a vendor has used all their allowed visits and has not submitted a completed application and any additionally requested items to the Tribal Gaming Commission, they will be denied access to PCI Gaming facilities.



E. Licensing Process

1. To begin the licensing process a vendor should visit www.pci-tgc.org.
2. Once the site is open, vendors should select **E-Forms**, then select **Vendor License Instructions**.
3. Once a vendor has accessed the instructions and accompanying application packet from the website, Vendors should read and follow all instructions carefully to ensure a successful process.
4. After the correct applications have been completed and submitted online, the Vendor must print the pages that require notarized signatures in order to have them properly executed in the presence of a notary and mailed along with any other requested materials that cannot be transmitted via the web to:
 5. Tribal Gaming Commission
5825 Highway 21
Atmore, Alabama 36502
6. While visiting the gaming facility, the vendor should make arrangements to have a digital photo taken to appear on the TGC Vendor License.
7. A copy of the Vendor Licensing Policy may be provided upon request for further details concerning the background process, licensing fees, and other matters pertaining to vendor licensing.