



## How to conduct business with Encore Boston Harbor.

Contact the Encore Boston Harbor Purchasing Department at EBHPurchasing@encorebostonharbor.com or go to our website, encorebostonharbor.com, and scroll down to the bottom of the page. Then, click on 'vendors' to leave your information.

A member of the Purchasing team will review the information and will forward the information to the appropriate department. An email will be sent to the vendor acknowledging receipt of their email. We will reach out to request more information, samples, references or to schedule a meeting if there is an interest in the products or services.

If the vendor is selected, then we will start the vendor registration process. We do not register vendors unless we intend to do business with them. Vendors can bid on a project even if they are not registered.

## **Vendor Registration Process:**

An email with a link is sent to the vendor inviting them to become a vendor with Encore Boston Harbor. The information required includes, but is not limited to, vendor's contact information, a copy of company's W-9, a copy of the Massachusetts Gaming Commission (MGC) vendor license, acknowledgement of our T&C's, a copy of vendor's diversity certificate and a certificate of insurance (if applicable).

## How to obtain a MGC vendor license:

As part of our onboarding process, we will provide a link to the MGC vendor application and their contact information along with the Statement of Casino's Business Relationship. Use the following link to begin registration. http://massgaming.com/wp-content/uploads/6-Non-Gaming-VendorRegistration-Form.pdf.

