



**REQUEST FOR APPLICATIONS TO DEVELOP AND OPERATE  
A GAMING FACILITY IN NEW YORK STATE**

**FREQUENTLY ASKED QUESTIONS REGARDING  
APPLICANT PRESENTATION EVENT**

AUGUST 28, 2014

This Guidance Document is intended to answer the common questions that have been posed to the Gaming Facility Location Board by various Applicants.

**Empire State Plaza**

**Q. How do I get to the Empire State Plaza?**

A. Please visit the following webpage for directions:

<http://www.ogs.ny.gov/ESP/Directions.asp>

**Q. Where can I park at the Empire State Plaza?**

A. Please visit the following webpage for directions:

<http://www.ogs.ny.gov/BU/BA/Parking/Visitor/>

**Q. How do I bring materials for the Applicant Presentation into the Empire State Plaza?**

A. If you are capable of easily carrying your materials, they may be brought in directly from Public Parking via standard elevators. A map of elevator locations at the Empire State Plaza may be found at the following webpage:

[http://www.nyssba.org/clientuploads/nyssba\\_pdf/GR-Empire-State-Plaza.pdf](http://www.nyssba.org/clientuploads/nyssba_pdf/GR-Empire-State-Plaza.pdf)

If the materials require shipping, a requesting Applicant must complete and submit the form appended as Attachment 1. All deliveries and unloading of event materials must take place at P1 North Loading Dock A prior to parking. Vehicles attempting

entry without prior authorization will NOT be allowed access. 48 hours notice is required.

**Q. Can we display our materials on the Empire State Plaza concourse before or after our allotted presentation time?**

A. Please inquire as to whether arrangements may be made by contacting Empire State Plaza Convention Center staff at 518-474-4759 or by electronic mail at [convention.center@ogs.ny.gov](mailto:convention.center@ogs.ny.gov)

**Q. How can we reserve a meeting room to assemble our staff and prepare for the presentation?**

A. Please inquire as to availability directly with Empire State Plaza Convention Center staff at 518-474-4759 or by electronic mail at [convention.center@ogs.ny.gov](mailto:convention.center@ogs.ny.gov)

### **Meeting Room 6**

**Q. Can you provide a schematic as to how Meeting Room 6 will be set for the Applicant Presentation Event?**

A. Yes. Please see Attachment 2 for a schematic.

**Q. How will microphones be arranged?**

A. Please see the schematic appended as Attachment 2.

**Q. Will the presentation be projected on a single screen, or multiple screens in the room?**

A. There will be a single screen utilized. Please see the schematic appended as Attachment 2.

**Q. Will presenters be provided microphones, or a microphone at a podium?**

A. There will be stationery microphones at the head table and one microphone at the lectern. Please see the schematic appended as Attachment 2.

**Q. How many display screens will be used in Meeting Room 6?**

One. Its size is 12' wide x 8' high.

**Q. How many seats will be reserved for our staff?**

A. Sixteen. Four seats will be available at a head table; twelve will be available in two rows located in close proximity to the table. All such seating must be vacated immediately following your presentation.

**Materials Submission Requirements**

**Q. What needs to be submitted and when is the deadline for submission?**

A. As contained in the *Guidance Document: Protocol For Applicant Presentations*, Applicants wishing to make use of PowerPoint or Keynote must submit the content to be used at the presentation to the Board by Tuesday, September 2, 2014 at 2:00 p.m. EDT via a single flash drive.

The purpose of this submission deadline is to ensure compatibility with Gaming Facility Location Board hardware and software. The Gaming Facility Location Board *will* accept submissions after the deadline, but cannot ensure compatibility testing will be conducted in a manner affording the Applicant time to edit or modify the submission if the presentation does not properly function.

Under no circumstances will PowerPoint or Keynote submissions be accepted later than close of business on Friday, September 5, 2014.

**Q. Where do we send the flash drives?**

A. The flash drives should be forwarded or delivered to:

Gail P. Thorpe, Supervisor of Contract Administration  
New York State Gaming Commission  
Contracts Office  
One Broadway Center  
Schenectady, New York 12301-7500

**Q. Can we provide written materials to the Gaming Facility Location Board or public?**

Yes. Handouts are permitted. Applicants should provide the Gaming Facility Location Board no less than five copies. If distribution to the public is anticipated, please be informed Meeting Room 6 holds 450 people.

The Gaming Facility Location Board requires a digital version of all handouts be provided to allow incorporation into the public record.

**Q. Are posters or other visual materials permitted?**

A. Yes. Meeting Room 6 will be equipped with multiple easels. These materials do not have to be provided in advance, however the Gaming Facility Location Board requires a digital version of all visuals utilized be provided to allow incorporation into the public record.

**Hardware and Software**

**Q. What computer equipment and software will be available?**

A. The Gaming Facility Location Board will make available two laptops for presentations. Both will be connected to an A/V projector.

PC: The expected PC will be an HP ProBook 640 G1 running Windows 7 Enterprise. The processor is an Intel Core i5-4300M CPU at 2.60GHz, 2601 Mhz, 2 core(s), 4 logical processor(s). Installed Physical memory: 4.00 GB. Total physical memory: 2.92 GB. Available physical memory: 1.45 GB. Total virtual memory: 5.83 GB. Available virtual memory: 4.30 GB. Page file space: 2.92 GB. Software: Software: Microsoft PowerPoint 2010 via Microsoft Office Professional Plus 2010, version 14.0.7015.1000. The HP PC will connect to the projector via a standard A/V cable.

Mac: The expected Mac will be a MacBook Pro, Mid 2012 with 8 GB 1600 MHz DDR3 operating OS X 10.9.4. Installed on the machine is Microsoft PowerPoint for Mac 2011, version 14.4.3 and Apple Keynote version 6.2.2. The MacBook Pro has a Thunderbolt to HDMI cord connection.

**Q. Are we obligated to use Gaming Facility Location Board equipment?**

Yes.

**Q. May we imbed video in our PowerPoint or Keynote media?**

A. Yes. Audio and visual files may be imbedded. The audio from any multimedia presentation will be carried via the house public address system.

**Q. Will Gaming Facility Location Board staff operate the PowerPoint or Keynote media?**

A. No. Each Applicant must provide staff to operate such equipment. A digital advancement tool (“clicker”) will be provided, enabling remote operation.

**Q. Will there be a confidence screen for the presenter(s)?**

A. No. We will arrange the podium and presenter table angles so that the screen is visible.

**Q. Will there be an opportunity for us to test the Gaming Facility Location Board's equipment designated for use?**

A. No.

### **Miscellaneous**

**Q. How much time do we have to set-up or break down any materials we will be using for our presentation?**

A. There are five minutes between presentations. Applicants should have enough staff to fully set-up or remove their materials well within the intermission. Please be aware that while you are removing your materials, the next scheduled Applicant will be setting up for their presentation. We expect full and complete cooperation between Applicants. Gaming Commission/Facility Location Board staff will be on hand to facilitate transition, but will not be held accountable or responsible for moving Applicant materials.

**Q. Will the public be allowed to ask questions of the Applicants?**

A. No.

**Q. Will the PowerPoint or Keynote materials be visible on the webstream?**

A. Yes. The Web stream will carry, via switcher, feeds of both the presentation room and the A/V presentation.

**Q. Since all of the Applicants in the Catskills/Hudson Valley region will be presenting on September 9th, could Applicants from this region have the ability to edit PowerPoint or Keynote media until 5:00 p.m. on Monday, September 8th?**

A. No. As a potential fourth license may be awarded from applications of any region, late preparation would be unfair.

**###**



**Empire State Plaza  
DELIVERY REQUEST FORM**

Convention & Cultural Events  
Concourse – Room 130  
Empire State Plaza  
Albany, NY 12242

Dean Bennison  
dean.bennison@ogs.ny.gov  
Phone (518) 408-1009  
Fax (518) 473-0558

Completion of this form is required to ensure your delivery/pickup is scheduled with the Empire State Plaza Mail and Freight Security Unit. All deliveries and unloading of event materials must take place at P1 North Loading Dock A prior to parking. Vehicles attempting entry without prior authorization will NOT be allowed access. **48 hours notice is required. Failure to comply with this policy may result in a fee to you or your organization.** Please return this form via email, fax or to the address shown above. Please direct all questions to Dean Bennison.

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY AND PRECISELY  
THIS FORM MAY NOT BE ALTERED – THANK YOU FOR YOUR COOPERATION

|   |                                |
|---|--------------------------------|
| Event Name:   | Event Date(s):                 |
| Exhibitor Business Name:                                | Phone No.                      |
| Delivery Company Name:                                  | Phone No.                      |
| Description of Freight:                                 |                                |
| Date of Delivery:                                       | Delivery Time:                 |
| Return Pickup Date:                                     | Pickup Time:                   |
| Event Coordinator:                                      | Phone No.                      |
| <b><u>EXACTLY AS IT APPEARS ON DRIVER'S LICENSE</u></b> |                                |
| Driver's Name:  |                                |
| Driver's License ID Number:                             | Driver State of Origin:        |
| Vehicle Plate Number:                                   | State of Vehicle Registration: |
| Trailer Plate Number (if applicable):                   | State of Trailer Registration: |

