



CONTRACTOR & VENDOR REQUIREMENTS

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. Permits are issued on an annual basis.

1. ANNUAL CONTRACTOR FEE \$250.00

2. CERTIFICATE OF INSURANCE

- Workers' Compensation Coverage in the State of Nevada
If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **naming the Las Vegas Convention and Visitors Authority as additional insured.**

3. LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 3 hereof.

Name of Company: _____

Address: _____

City, State, Zip: _____

Please select which category of business your company performs (select all that apply).

- | | | |
|---|--|--|
| <input type="checkbox"/> Audio Visual/Lighting | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Security/Private Investigator |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Floral/Plants | <input type="checkbox"/> Temporary Staffing |
| <input type="checkbox"/> Destination Management | <input type="checkbox"/> General Contractor | <input type="checkbox"/> Tents/Pavilions/Temp Structures |
| <input type="checkbox"/> Display/Design | <input type="checkbox"/> Install/Dismantle (I & D) | <input type="checkbox"/> Theatrical/Rigging |
| <input type="checkbox"/> Entertainment/Talent/Modeling | <input type="checkbox"/> Labor | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Equipment/Furniture Rental | <input type="checkbox"/> Photography/Videography | <input type="checkbox"/> Misc./Other* |
| <input type="checkbox"/> Exhibit House/Tradeshow Exhibits | <input type="checkbox"/> Production | |

*If Misc./Other selected, please list the category(s) here:

By: _____
(Signature)

(Print Name)

Title: _____ Date: _____

Web Address: _____ Phone: _____

E-Mail Address: _____ Fax: _____

- Submit the form above with an original signature by an appropriate company designee
- Include certificate of insurance and worker's compensation as described above
- Make check payable to the Las Vegas Convention and Visitors Authority
- Return this form with a check for \$250 for the annual fee to the following address:

Director of Convention Services
Las Vegas Convention and Visitors Authority
3150 Paradise Road
Las Vegas, NV 89109

Direct questions to the Convention Services Department, LVCVA
Phone (702) 892-2915 Fax (702) 892-2933

Have you provided all of the following AS ONE SUBMISSION:

- Contractor Fee
- Certificate of Insurance with Appropriate Coverage
- This Form with Appropriate Signature

**All documentation must be received BEFORE work may commence
on the property of the Las Vegas Convention Center or Cashman Center**

BE ADVISED THAT CLARK COUNTY AND THE CITY OF LAS VEGAS REQUIRE ALL CONTRACTORS TO OBTAIN A BUSINESS LICENSE WHEN WORKING AT EITHER THE LAS VEGAS CONVENTION CENTER OR CASHMAN CENTER. CONTACT THE FOLLOWING FOR FURTHER INFORMATION:

Clark County Department of Business License
Department

500 Grand Central Parkway, Third Floor
Las Vegas, NV 89155
702-455-0174

www.clarkcountynv.gov

Business Licensing Division Planning

333 North Rancho Drive
Las Vegas, NV 89106
702-229-6281

www.lasvegasnevada.gov



**SUPERVISORY PERSONNEL REQUIREMENTS
LAS VEGAS CONVENTION & VISITORS AUTHORITY**

Companies sending supervisory personnel to oversee installation of designed exhibits at shows at the Las Vegas Convention Center and/or Cashman Center may do so by providing LVCVA with the following certificates of insurance, a completed and signed Legal Compliance form, and answers to the questions listed below. **FAX INSURANCE FORMS AND THIS COMPLETED REQUEST TO THE LVCVA CONVENTION SERVICES DEPARTMENT AT 702-892-2933 PRIOR TO ARRIVAL ON PROPERTY.**

1. Certificates of Insurance:

- Workers' Compensation Coverage in the State of Nevada: If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com.
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.

2. Legal Compliance – Signature Required Below

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis. The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 2 hereof.

Name of Company: _____

Type of Business: _____

By: _____
(Signature)

(Print Name)

Title: _____ Date _____

Web Address: _____ Telephone _____

E-Mail Address: _____ Fax _____

3. Convention to be attended: _____

4. Dates staff will attend show: _____

5. Attending employees' names: _____

6. Company providing installation labor: _____

City: _____ Contact Name: _____ Contact Phone: _____

(Note: Your labor company must have a current Exhibitor Appointed Contractor permit from LVCVA. If they do not, we will contact them for the necessary fee, licenses, and insurance BEFORE work may begin on your installation.)

7. Photo ID is required to access exhibit halls/meeting rooms. Contact Convention Services for further information if your staff does not carry company photo ID. If a show requires badges for daily access (in addition to your photo ID), contact your labor company to request that they include your staff for daily badges.

THANK YOU FOR YOUR PROMPT RESPONSE. ANY QUESTIONS, CALL 702.892.2915