



## CONTRACTOR & VENDOR REQUIREMENTS

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**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.**

**To expedite permit processing, please submit payment and all documents to LVCVA at one time.**

**1. Annual Contractor Fee \$250.00**

- The Las Vegas Convention and Visitors Authority requires a two-hundred and fifty dollar annual fee from all Contractors providing a service at the Las Vegas Convention Center and/or Cashman Center.
- Submit this form with an **original signature by an appropriate company designee**
- Include evidence of compliance with the requirements set forth below
- Make check payable to the **Las Vegas Convention and Visitors Authority**
- Return this form with a check for the annual fee to the following address:

General Manager, Las Vegas Convention Center  
Las Vegas Convention and Visitors Authority  
3150 Paradise Road  
Las Vegas, NV 89109

**2. Clark County Business License-Required for Contractor work at Las Vegas Convention Center**

- Application should be made at the address set forth below
- There is a **one-time** Application Processing Fee.
- The License fee will vary based on the type of business or service to be provided
- Clark County Department of Business License will provide a receipt as proof of application
- The License will be mailed directly to the company address of record
- Allow forty-five (45) days for processing an application

Clark County Department of Business License  
500 Grand Central Parkway, Third Floor  
Las Vegas, NV 89155 (702) 455-0174  
[www.co.clark.nv.us](http://www.co.clark.nv.us) (Access County Services by Department)

**City of Las Vegas Business License-Required for Contractor work at Cashman Center**

- Application should be made at the address set forth below
- There is a **one-time** Application Processing Fee.
- The License Fee may vary based on the type of business or service provided
- City of Las Vegas Business Services will provide a receipt as proof of application
- The License will be mailed directly to the company address of record
- Allow thirty (30) days for processing an application.

3. **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](http://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.**

4. **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 4 hereof.

Name of Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_ Date \_\_\_\_\_

Web Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

**Direct questions to the Operations Division, LVCVA**

**Phone (702) 892-7656 FAX (702) 892-2933**

**Have you provided all of the following AS ONE SUBMISSION:**

- ☐ Contractor Fee  
☐ Copy of Business License  
☐ Certificate of Insurance with Appropriate Coverage  
☐ This Form with Appropriate Signature