



## CONVENTION AND VISITORS AUTHORITY

### 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.

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](http://www.eicn.com)**
- Commercial General Liability insurance 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 4 hereof.**

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

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

City, State, Zip: \_\_\_\_\_

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

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) 892-2940      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  
 500 Grand Central Parkway, Third Floor  
 Las Vegas, NV 89155  
 702-455-0174  
[www.co.clark.nv.us](http://www.co.clark.nv.us)

City of LV Dept. of Finance & Business Services  
 400 Stewart Avenue  
 Las Vegas, NV 89101  
 702-229-6281  
[www.ci.las-vegas.nv.us](http://www.ci.las-vegas.nv.us)