

Las Vegas Convention Center

Exhibitor Appointed Contractor and Display House Requirements

The following requirements must be satisfied by any service contractor or display house before providing services (constructing or setting exhibits), or any other company or individual providing a service on the property of the Las Vegas Convention Center or Cashman Center.

1. Exhibitor Appointed Contractor Fee

The Las Vegas Convention and Visitors Authority requires a \$250 annual fee from all Independent Service Contractors providing a service at the Las Vegas Convention Center and Cashman Center. Make checks payable to the Las Vegas Convention and Visitors Authority and submit along with other required paperwork to:

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

2. A Clark County Business License

Clark County Department of Business License
500 Grand Central Pkwy
Las Vegas, NV 89155
(702) 455-0174
(800) 328-4813 (info line)

Licensing fees will vary based on type of business or services provided. Clark County Business License will give a receipt showing the company has officially applied for license. Actual license will be processed and mailed. Allow 45 days for processing application.

3. A Nevada State Industrial Insurance System Account

Unless the State they operate in has a reciprocating agreement with the State of Nevada. Copy of out-of-state account must be filed with SIIS.

Employers Insurance Company of Nevada
7180 Pollack Drive
Las Vegas, NV 89119
(702) 837-3000

Policy Holders Services Office Hours: 8am-5pm Must fill out application and pay deposit (deposit formula \$20.46 per \$100 of estimated payroll)

4. A Certificate of Insurance

In the amount of \$1 million 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**.

A Nevada Department of Taxation Sales Tax Permit

This is needed if resale of product is involved.

Nevada Department of Taxation 555 E Washington Ave. Las Vegas NV 89101 (702) 486-2300

All documentation must be received before commencing work on the property of the Las Vegas Convention Center or Cashman Center.