

# Contractor and Vendor Requirements

Any show appointed and/or exhibitor appointed company providing a service and/or supervision during conventions, trade shows and events at the facility must obtain an annually issued Exhibitor Appointed Contractor (EAC) permit and comply with the following:

Annual Contractor Fee: \$250

## **Certificates of Insurance (COI) - Requirements and Sample COI**

- 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.
- Automobile Liability in the amount of one million dollars (\$1,000,000) for any auto and/or hired and non-owned.
- Workers' Compensation Coverage in the State of Nevada with minimum of one million dollars (\$1,000,000) limit. 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)
- Apply for EAC Permit

## **Business License**

**ALL CONTRACTORS MUST OBTAIN A BUSINESS LICENSE WHEN WORKING AT THE LVCC.**

Clark County Department of Business License  
500 Grand Central Parkway, Third Floor  
Las Vegas, NV 89155  
702-455-0174  
[clarkcountynv.gov](http://clarkcountynv.gov)

## **Contractor Photo Identification**

The Las Vegas Convention and Visitors Authority (LVCVA) is a participant in the Exhibition Services & Contractors Association (ESCA) Exhibition Industry Worker Identification System (WIS). This WIS badge system allows the LVCVA to improve the overall security of our facilities, its licensees and guests.

Everyone in the hospitality industry should be aware of who has access to their facility and space at all times. Therefore, all exhibitor appointed contractors (EACs) (e.g., contractors, suppliers and vendors) who work on site at the LVCC must be identified with the WIS badge on their person. Please note the following exception: All trade union workers are temporarily exempt from obtaining a WIS badge. Permanent exceptions include all contract security employees and LVCVA building partners: Centerplate, COX Business and FedEx Office.

The ESCA has been retained by the LVCVA to administer this program and to maintain an online database of all registered contractors and workers in the local exhibition industry. We recommend companies to go online to [www.ESCA.org](http://www.ESCA.org) for a complete overview of the process involved in registering for badges. The WIS badge is a web-based program designed for contractors to order employee badges.

## WIS Badge Pricing

ESCA Member (Full-time Employees)	\$20*	Temporary Access Badges (ESCA Member)	\$12**
All Others	\$27*	Temporary Access Badges (All Others)	\$17**

\*Badge life is three (3) calendar years.

\*\*Badge life is one (1) calendar year.

If you have any questions about registering your company, assigning your WIS administrator, or using the WIS program, please send an email to [wis@esca.org](mailto:wis@esca.org), or feel free to contact Mitt Arnaudet directly, at 972-971-1140 or by email: [mitt@esca.org](mailto:mitt@esca.org).



The WIS badge does not grant the bearer access to any events in any venues. The badge merely verifies that the individual is approved to enter the venue if they are being employed by a contractor working on the specific event. Security for specific events is still in force, and all workers must be cleared to enter the events via the normal security protocol in effect for the specific events and venues.

## Training Requirements

The Nevada Department of Business & Industry, Division of Industrial Relations announced on January 26, 2021 updates to Section 618 of the Nevada Administrative Code (NAC) related to occupational safety and health training requirements for workers in the convention services industry. The updated regulations provide guidance and details on the statutory requirements found in Nevada Revised Statute Sections 618.9920 – 618.9931. This statute established requirements for certain workers and supervisors in the convention services industries to obtain training on relevant safety and health issues within fifteen (15) days of starting work in the industry. Workers who perform construction, installation, maintenance, operation, repair or removal of trade show or exhibition displays must be trained. All construction and general industry ten (10) and thirty (30) hour training programs approved by the Nevada Occupational Safety and Health Administration will satisfy the training requirements for the convention services industry.

The newly adopted sections of the NAC became effective on January 21, 2021. The updated regulations are available for review at <http://dir.nv.gov/OSHA>.