

The LVCVA Vendor Listing is an opportunity for meeting planners to find and compare vendors and services for upcoming Las Vegas conventions or meetings. This is a complimentary service connecting meeting planners to local businesses in the Las Vegas Valley. In order to be listed on the Vendor Listing and Services Search, an enterprise must submit the following:

- A valid and secure (https://) working website (Social networking sites are not valid –Twitter/ Facebook). Web-site must list your Las Vegas' office contact information.
- A copy of your Clark County Business License or City Business License (NOTE: State of Nevada Business License is not accepted; City business license must fall within Clark County).
- Business' Clark County address and phone number.
- Full contact information on the attached application.

A business must fall into one of the following categories; **ONLY ONE** category can be selected:

- Ads, Banners & Graphics
- Amusements & Games
- Audio Visual
- Balloons
- Catering Services<sup>1</sup>
- Communications
- DMC & Event Planners<sup>2</sup>
- Entertainers<sup>3</sup>
- Exhibition/Decorator Services
- Florists
- Formal Wear
- Freight / Material Transport
- Green Initiatives / Sustainability Services
- Health & Medical Supplies
- Interpreter / Translator

- Massage Therapy
- Models & Talent Agency
- Office Equipment & Supplies
- Packing/Shipping/Delivery Services
- Photography Services
- Printing Services
- Promotional Gifts
- Security
- Signs, Banners & Graphics
- Speakers / Lecturers<sup>4</sup>
- Staffing, Registration & Secretarial Services
- Video Production
- Other Misc. Services<sup>5</sup>

Listing may include: Name, address, phone number, fax number, toll-free number, website, address, and 25 words or less description. No contact name will be listed.

- 1. Catering service must include chef/bartender, food prep, delivery, and service staff.
- 2. If your company sells/brokers hotel rooms, shows, tours, etc., we cannot accept your application due to contract obligations with our e-commerce partners.
- 3. This category applies to individual entertainers not associated with any agency. Business license MAY not be required.
- 4. Business license MAY not be required.
- 5. Business may be listed under 'Misc.' category if a category is not available but services can assist Meeting Planners in conducting business in Clark County.

## **LVCVA Vendor Listing Application**

Please complete the required fields below, and return the application with your **City or County business license (DO NOT SUBMIT THE STATE BUSINESS LICENSE)** to the LVCVA via fax at (702) 892-7692, or via e-mail to *vendorlist@lvcva.com*. Upon receipt of this information the LVCVA will review the application and process the listing.

LISTING INFORMATION
Category (must fall into those listed above):
Company name:
Local Address (This is required in order to be listed, and match what is listed on your web-site):
City/State/Zip:
Local Phone Number (This must match what is listed on your web-site):
Toll Free:
Fax:
Website:
Business email address:
25 word description of your services:
COMPANY CONTACT INFORMATION **  Listing Contact
Name:
Title:
Phone number:
Fax number:
Email address:

The vegasmeansbusiness.com website is the property of the Las Vegas Convention and Visitors Authority ("LVCVA"). The LVCVA reserves the right, in its unfettered discretion, to list, delete or edit listings at any time and for any purpose.

- Please be advised: Website listings will be removed if website link is found to be broken or leads to a site not relevant to business. It is your responsibility to confirm the listing on VegasMeansBusiness.com.
- 2. Company Contact Information in this section is *required* for internal use and *will not* be displayed on the website.

**IMPORTANT**: The LVCVA periodically reviews business information throughout the year to check for expired business license, functioning web-site, etc. If you do not update your information, your listing will be removed from our database. It is your responsibility to keep your information current.