



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 and potential businesses. In order to be listed on the Vendor Listing and Services Search, an enterprise must have the following requirements:

- **A valid and working website** (Social networking sites are not valid – Myspace/Facebook)
- **Clark County Business License or City Business License** (State License not accepted and must be **copy** of actual license)
- **Clark County address**
- **Ability to assist meeting planners in the Las Vegas Valley**

Please complete the required fields below and **return to the LVCVA Advertising Department via fax at (702)943-8012**. Upon receipt of this information the LVCVA will review the application and process the listing.

**Category:**

**Company name:**

**Local Address:**

**Local Phone Number:**

**Fax:**

**Toll Free:**

**Website:**

**25 word description of your services:**

**\*E-Mail:**

\*E-Mail for LVCVA representative to contact (not for use on vendor listing)

The Meeting Planners Guide and the lvcva.com website are the property of the Las Vegas Convention and Visitors Authority ("LVCVA"). The LVCVA reserves the right, in its unfettered discretion, to list or delete your listing at any time and for any purpose.

## **MEETING PLANNERS GUIDE AND LVCVA WEB SITE LISTING GUIDELINES**

- One listing per company.
- Must do business in Clark County.
- Must have Clark County or City (Las Vegas, North Las Vegas, Henderson, etc.) business license.
- Business must be able to assist meeting planners.

Business must fall into one of the following categories:

Advertising	Massage Therapy
Audio Visual	Meeting/Event/Incentive Planning Services
Balloons	Models/Talent Agency
Bulk Transportation Services	Office Equipment & Supplies
Caterers	Off-Site Meeting & Banquet Facilities
Communications	Other Misc. Services
Computer Rental	Packing/Shipping Services
Decorators	Photographers
Destination Management Company	Printing Services
Entertainment	Receptive Tour Operators
Exhibit Contractors	Recorders
Florists	Security
Formal Wear	Signs/Banners & Graphics
Gaming	Speakers/Lecturers*
Gifts	Staffing & Secretarial Services
Golf Reservations	Video Production
Health & Medical Supplies	
Housing Reservation Services	
Internet Service Provider	
Interpreter/Translator	

- Listing may include: Name, address, city/state/zip, phone number, fax number, toll free number, and web site address. 25 words or less description. No contact name will be listed. See attached for correct format.
- Vendor must have valid and working website.
- The LVCVA retains the right to refuse any company that does not fall under the above listed categories.

\*Business license not required for this category.

\*\*Business to be listed under miscellaneous if no category is available, but can assist Meeting Planners in conducting business in Clark County.