

NEVADA GAMING CONTROL BOARD

INSTRUCTIONS FOR REGISTERING AS AN INDEPENDENT HOST OR PROMOTER

An independent host or promoter must register with the Nevada Gaming Control Board (GCB) for each club venue where the person will act as an independent host or promoter. The registration must be renewed every five years. A licensee or club venue operator shall not provide any consideration to an independent host or promoter who must register for services rendered for a club venue until the GCB notifies the licensee or club venue operator in writing that the board has registered the independent host or promoter at the club venue.

NOTE: The following instructions *DO NOT* apply to independent host or promoter required by the GCB to file an application for a finding of suitability. If the NGC makes this determination, the independent host or promoter and the licensee and/or club venue operator will be notified in writing (Refer to Regulation 5.345).

INDEPENDENT HOST OR PROMOTER DEFINED

Regulation 5.305(3)

Independent Host or Promoter means:

- (1) a person and the employees or contractors of such person, if any, who are not directly employed by a licensee or club venue operator who provide hosting or VIP services for a club venue for any form of consideration and
- (2) Third-party contractors not directly employed by a licensee or club venue operator who arrange for short-term use of a club venue to conduct an event at which there will be an admission fee or cover charge. This subsection does not include third-party contractors retained by licensees or club venue operators to conduct convention, corporate, or charitable events.
 - (a) does not mean:
 - (1) persons and the employees or contractors of such persons, if any, who provide hosting or VIP services but only have contact with the patrons of a club venue through an internet website and
 - (2) Licensed ticket brokers.

HOSTING OR VIP SERVICES

Regulation 5.305(2)

“Hosting or VIP services” means arranging access to or table service at a club venue, reserving tables at a club venue, or providing patrons to a club venue. This subsection does not include the conduct of convention, corporate, or charitable events at a club venue organized by an employee or contractor of the club venue operator or licensee.

NEW REGISTRATION:

A new registration pertains to:

- Independent host or promoter who have never registered with the GCB.
- Independent host or promoter who have been terminated from all club venues where they were previously registered and desire to return to registered status.
- Companies that offer Hosting or VIP Services pursuant to Regulation 5.305(2), must register all employees/contractors who provide Hosting or VIP Services. **Refer to page 3 for instructions.**

The following forms and items must be submitted to the licensee or club venue operator for transmittal to the Nevada Gaming Control Board. This licensee/club venue operator will become your sponsor. The board may reject filings made directly by an independent host or promoter.

The following must be completed on behalf of the company:

1. [Form 8 HP](#), Report of Arrangements. A photo of each employee or contractor must be included.
2. Copy of the agreement with licensee or club venue operator. Please ensure the agreement is properly dated, consideration cannot be provided prior to the date of the agreement.

The following must be completed and filed by each owner:

1. [Form 4 HP](#), Personal History Record
2. [Form 11 HP](#), Irrevocable Appointment
3. [Form 18 HP](#), Request to Release Information
4. [Form 28](#) Fingerprint Receipt for electronic fingerprint submission (live scan) or three standard FBI fingerprint cards for each registrants must be submitted. Due to the FBI's chain of custody requirements, the completed fingerprint cards must be mailed by the certified printing facility directly to the Nevada Gaming Control Board, Attn: Applicant Services, 1919 College Parkway, Carson City, NV 89706.
5. [Form 28A](#), Fingerprint Civil Applicant Waiver.
6. A check or money order made payable to the Nevada Gaming Control Board.
Costs of registration based on the following fee structures:
 - (a) Sole proprietor - \$2,000
 - (b) Entity and owner(s) - \$2,000 (\$2,000 entity/owner)
 - (c) Employee(s)/Contractor(s) - \$75 (**Refer to page 3 for instructions**)
7. Mail "New" registration packets AND registration fees to:
Nevada Gaming Control Board, Investigations Division
Attention: Applicant Services
PO Box 8003
Carson City, NV 89702

NEW REGISTRATION FOR EMPLOYEES OR CONTRACTORS:

Independent host or promoter (IHP) companies with employees and/or contractors who provide Hosting or VIP Services pursuant to NGC Regulation 5.305(2), must register using the online registration system, an entirely paperless process, pursuant to NGC Regulation 5.320(2). This process will begin **AFTER** the GCB has received registration forms, items, and fees from an independent host or promoter company.

If your employee or contractor is currently in an object status with the GCB, this person will not be able to register. Criteria for objection to registration pursuant to Regulation 5.104

<http://gaming.nv.gov/modules/showdocument.aspx?documentid=3376>

What the company needs to collect from employee/contractor before submitting the company's registration paperwork:

1. The company will submit a completed Form 8 HP Report Arrangements with Section D completely filled out. Section D is where employees and/or contractors will be listed.
2. A photo with the employee's/contractor's name needs to be submitted with Form 8 Report of Arrangements. *The photo must be large enough and of sufficient clarity to be able to clearly identify the employee/contractor from the photo.*

Once the Investigations Division receives the forms and items from the company, the registration of the employee(s) and/or contractor(s) begins:

1. The Investigations Division will contact the licensee or club venue operator who submitted the independent host or promoter paperwork and advise them they now have access to the independent host or promoter's profile in the online registration system.
2. The licensee or club venue operator will enter the employee/contractor information in the online gaming employee registration system for each employee/contractor to complete their registration online.
3. Once the employee/contractor reaches the end of the online application registration, they will be prompted to make the payment. We ask that all payments are electronically paid.
(a) **\$75** fee, plus a \$1.25 convenience fee, paid online at the end of registration – new and renewal registration.
4. The employee/contractor will receive an email advising he/she is required to have their fingerprints done. The email will contain the "Gaming Employee Registration Fingerprint Receipt" form to be taken to an approved fingerprint location (list provided). *If the wrong employee/contractor is fingerprinted, this will result in a fingerprint fee (as of October 2016, \$36.25) the independent host or promoter company will have to pay.*
5. The owner(s) or employees are responsible for submitting the employee's/contractor's "Gaming Employee Registration Fingerprint Receipt" to the licensee or club venue operator representative after the fingerprints are taken.
6. The GCB may object to the registration of an applicant within 120 days after receipt of the application for any cause deemed reasonable by the Board, pursuant to NRS 463.335(12).
7. This registration is valid for five years. The licensee or club venue operator is required to notify the independent host or promoter to begin the renewal process for the employee/contractor prior to their expiration date.

COMPLIANCE REQUIREMENTS FOR LICENSEE AND/OR CLUB VENUE OPERATOR

Licensee and/or club venue operators will be required to register new employees/contractors of an independent host or promoter company in the same manner as a gaming/club employee. If you are the original licensee/club venue operator who submitted the original application to the Board on behalf of the independent host/promoter company, then you will be designated as the independent host or promoter company's sponsor venue and will be responsible for the following:

1. Initiate new and renewal gaming/club employee applications for new employees/contractors of your sponsored independent host or promoter companies
2. Make updates to your sponsored independent host or promoter employee/contractor list using the online gaming employee registration system when notified by independent host or promoter.
3. Provide updated employee list to the independent host or promoter company. The list is available from the online gaming employee registration system.
4. Monthly Hire Reports, pursuant to NGC Regulation 5.105
5. Photo Requirements, pursuant to NGC 5.105(13)
6. Online Termination, pursuant to NGC Regulation 5.105(12)
7. Employee Objection, pursuant to NRS 463.0157 and NGC Regulation 5.104
The Investigations Division will notify the independent host or promoter of the objection and the licensee/club venue operator will be copied on the letter sent to the independent host or promoter as a courtesy.
8. Monthly Independent Host or Promoter Termination Report, pursuant to NGC Regulation 5.345(10)

COMPLIANCE REQUIREMENTS FOR INDEPENDENT HOST OR PROMOTER

If you hire a new employee or contractor who provides hosting or VIP services, they will not be able to work in the clubs until they have been registered, pursuant to Regulation 5.101.

Reporting of New Employee/Contractor

1. Any change in your employee/contractor you will have to IMMEDIATELY notify the licensee or club venue operator who sponsored you during your registration process.
 - a. If you no longer have a relationship with the sponsoring licensee/club venue operator, a new sponsor will be assigned to you by the Board.
2. Once the sponsoring licensee/club venue operator has updated your list of registered employees, you are required to notify all licensees/club venue operators you do business with and the Board with your updated employee list.
3. Pursuant to NGC Regulation 5.345(5), independent host or promoter shall report changes within 30 days to the Board.

Employee Objections

1. If you are notified that an employee/contractor has been objected to, we require you to respond within ten (10) days of receipt with written notice, confirming the employee has been terminated or moved to a position that does not require registration.

Reporting Change in Ownership

1. If your business ownership changes, you need to notify the Board within 30 days, pursuant to Regulation 5.345(5).

INDEPENDENT HOST OR PROMOTER RENEWAL REGISTRATION:

A renewal registration pertains to:

- A “**New Registration**” is valid for five years. The renewal date is determined by the GCB filed date where the independent host or promoter was initially registered.
- The licensee or club venue operator will be notified by the GCB no later than 30 days prior to an independent host’s or promoter’s registration expiration. The licensee or club venue operator is then required to notify the independent host or promoter to file for renewal of the registration before the expiration date.
- Employees and/or contractors who are currently registered must also renew every five years. Your sponsor will monitor and initiate all renewal processes.

The following forms and items must be submitted to the licensee or club venue operator for transmittal to the Nevada Gaming Control Board. The board may reject filings made directly by an independent host or promoter.

1. [Form 4 HP Renewal](#), Personal History Record
2. [Form 11 HP](#), Irrevocable Appointment
3. [Form 18 HP](#), Request to Release Information
4. [Form 28](#) Fingerprint Receipt for electronic fingerprint submission (live scan) or three standard FBI fingerprint cards for each registrants must be submitted. Due to the FBI’s chain of custody requirements, the completed fingerprint cards must be mailed by the certified printing facility directly to the Nevada Gaming Control Board, Attn: Applicant Services, 1919 College Parkway, Carson City, NV 89706.
5. [Form 28A](#), Fingerprint Civil Applicant Waiver
6. Copy of the independent host or promoter agreement with licensee or club venue operator (If amended, or original agreement has expired)
7. A check or money order made payable to the Nevada Gaming Control Board. Checks for the registration fee cannot be drawn on a foreign bank. Costs of registration based on the following fee structures:
 - (a) Sole proprietor - \$2,000
 - (b) Entity and owner(s) - \$2,000 (\$2,000 entity/owner)
 - (c) Employee(s)/Contractor(s) - \$75 (**Refer to page 3 for instructions**)
8. Mail “Renewal” registration packets AND registration fees to:
Nevada Gaming Control Board, Investigations Division
Attention: Applicant Services
PO Box 8003
Carson City, NV 89702

ADDITIONAL LOCATION REGISTRATION:

In the event an active registered independent host or promoter or registered company, chooses to contract with an additional licensee or club venue operator. The independent host or promoter or registered company will need to complete forms for “**Additional Location Registrations**” for all club venues where the independent host or promoter or registered company and employees/contractors intend to conduct business. The board may reject filings made directly by an independent host or promoter or registered company. The licensee or club venue operator is required to submit the following completed forms:

Additionally,

1. [Form 8 HP](#), Report of Arrangements
2. Copy of the independent host or promoter agreement with licensee or club venue operator.
3. Mail “Additional Location” registration packets to:
Nevada Gaming Control Board, Investigations Division
Attention: Independent Host or Promoter Program
555 E. Washington Ave., Ste. 2600
Las Vegas, NV 89101

There is no investigative fee for Additional Location Registrations for the business or a sole proprietor.

ADDITIONAL INFORMATION:

If the GCB does not receive the registration renewal by the expiration date, the registration is deemed expired. The GCB will give written notice of the registration expiration to all affected licensees and club venue operators. If this happens, the independent host or promoter or registered company will be required to file as a “**New Registration**” and all applicable forms are required, in addition to the registration fee.

Additionally, the independent host or promoter or registered company will need to complete forms for “**Additional Location Registrations**” for all properties where the independent host or promoter intends to resume business.

FORMS:

All required forms are available online at gaming.nv.gov. Click on “**I WANT TO...**” then, “**Find Forms and Applications**” finally, “**Investigations.**” Incomplete or handwritten forms will be returned to the licensee or club venue operator.