

Event Policies



For **Local Legends** event:

July 30th, 2023

New Jersey Convention and Exposition Center



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Introduction

I would like to extend a big “Thank you” for agreeing to be a part of this event. It truly makes the event worthwhile when you provide products and support for the Trading Card Game community.

I am formally drafting a document that can be downloaded as a means of describing the details and formalities to maintain during the event. I will also include some expectations with the general audience [patrons] so they know how to interact at tables or during a tournament.

Admission

Attendees

There will be a booth setup to collect an admission fee for the event. The admission fee is \$5.

Attendees will receive a bracelet to indicate they have paid. The bracelet will allow attendees re-entry into the event if they vacate the venue.

Vendors

As official vendors for “Local Legends”, you will be provided lanyards that serve as a Vendor Pass. This pass will permit your entry, setup, and breakdown of the event before and after the event’s operating hours.



Setup & Breakdown Times

According to the lease agreement, the following times are intended for setup, the event hours, and breakdown:

Action	Date	Time
Setup	July 29 th , 2023	12:00 PM – 5:00 PM
Event Hours	July 30 th , 2023	11:00 AM – 9:00 PM
Breakdown	July 30 th , 2023	9:00 PM – 11:59 PM

The Floor Plan

The floor plan has been drafted by “General Exposition Services”. This group is affiliated with the NJ Convention Center.

The draft below provides a projected layout of the event. As such, Vendor tables are designed to have five (5) six-foot (6’) tables with three (3) in the front, one (1) on the left side, and one (1) on the right side. The back of the Vendor tables will be against the perimeter wall. It is strongly recommended that:

- All displays must reside within the confines of your area.
- Any structure brought to display artwork must be of sound construction and may not extend more than 5 feet above the table or a total of 8 feet from the floor, whichever is less.

The tables in the center are intended for tournaments. The table lengths in the center are eight (8) feet. It is estimated that three (3) people can fit on one side of an eight-foot (8’) table.



**Card Brokers 2023
July 30, 2023
NJ Convention & Exposition Center
Edison, NJ**



Produced By:

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS

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Please note: Every effort has been made to ensure the accuracy of all the information contained on the floorplan. However, no warranties are made with respect to this floorplan. If the location of building columns, utilities or other architectural components of the building is a factor in the construction or usage of an exhibit. It is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.



Items Sold

Regarding the key products on the floor, it is important for Vendors to keep the following in mind:

- Vendors can sell original merchandise in the venue, so long as it is not unlicensed fanart or merchandise. Fan Art is defined as artwork based on popular works of fiction (such as books, movies, etc.) that is created by fans. What is determined to be fan art is at the sole discretion of CardBrokers LLC.
- CardBrokers LLC holds the right to ask a dealer to remove any item from their booth that we do not feel is appropriate for sale or for that vendor. This decision is at the discretion of CardBrokers LLC staff or the Event Organizer. This decision cannot be appealed.
- Anything that is illegal in NJ, or the USA is not permitted at Local Legends. It is the responsibility of the vendor to know all local laws. Failure to comply with laws and regulations will result in ejection from the venue without refund.

In addition:

- New Jersey State law requires that all Vendors selling taxable goods charge New Jersey sales tax separate from the amount of the sale.
- Vendors are required to be registered with the New Jersey Division of Revenue and Enterprise Services either before or after the convention and remit the collected sales tax to the State of New Jersey.
- All vendors must provide CardBrokers LLC with a photocopy of their NJ Certificate of Authority for Sales Tax (Form CA-1).



Conduct

1. While in the venue, **ALL** convention, local, state, and federal rules, policies, and laws apply.
2. Smoking, including vapes or electronic cigarettes, or use of alcohol or drugs while in the venue will not be tolerated.
 - a. Violations will result in removal from the Convention Center with no refund.
3. Please refrain from running, screaming, yelling, horseplay, or obscene language; all Vendors are expected to be courteous and polite to one another, the staff, and other convention attendees.
 - a. Any unacceptable behavior towards a staff member will result in immediate removal with no refund.
4. Permission to video record your space, whether for personal or security usage will be given on a case-by-case basis. If you are interested in recording your space, you must do the following:
 - i. Send a formal request to [CardBrokers LLC](#) explaining your intention for the footage you plan to take. If approved post signage in clear view of the crowd with the following text: "WARNING Audio and Video Recording In Progress" If you plan to publicly release the footage you must have documented approval of those within the video to have their images shown, or their faces must be blurred

Ultimately, acting in a harmful or disrespectful manner towards Vendors, staff, or venue attendees will result in immediate removal and potentially other consequences by public authorities.



Disclaimer***

The Vendors and staff will work diligently to serve attendees and maintain a peaceful environment. We are by no means capable of tracking each attendee's whereabouts, transactions, or belongings within the venue. Any items carried into the venue are the sole responsibility of the attendee until consensually traded or sold to a Vendor or other attendee.

If an item is lost or stolen, immediately notify CardBrokers LLC staff. We will work with the convention staff and local authorities to mitigate the incident.