

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET - A LA CARTE (ATTACHMENT 4)									
VENUE NAME				REGION		STATEWIDE		EVENT NOTES	
FEDERAL TAX ID NO OR EIN				VENUE CONTACT					
EVENT NAME		JUDICIARY SAMPLE BID		VENUE CONTACT PHONE					
DATE OF EVENT		1/1/2026		VENUE CONTACT EMAIL					
ORGANIZATION		ADMINISTRATIVE OFFICE OF THE COURTS		NJSTART VENDOR NO					
MEETING ROOMS									
MEETING ROOMS			SETUP DAY		DAY ONE		JUDICIARY NOTES		HOTEL NOTES
							VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY		
FUNCTION TYPE		PREFERRED SETUP	# OF GUESTS	EACH	RATE	EACH	RATE	MEETING ROOM NOTES (INCLUDE PROPOSED MEETING ROOM NAMES/CAPACITY TAKING INTO ACCOUNT RFQ SECTION 4.3.1 AV STANDARD REQUIREMENTS)	
GENERAL SESSION		BANQUET ROUNDS	100	1		1			
MEALS ROOM		BANQUET ROUNDS	100	1		1			
MEETING ROOM SUBTOTAL								TOTAL	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)				%		%			
MEETING ROOM TOTAL									
BANQUET CHARGES									
BANQUET CHARGES					DAY ONE		JUDICIARY NOTES		HOTEL NOTES
							VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY		
MEAL		TYPE		EACH	RATE	EACH	RATE	MENU NOTES	
BREAKFAST		BREAKFAST BUFFET				100			
BREAK		A.M. BREAK SNACK				100			
LUNCH		LUNCH BUFFET - HOT				100		3 Entrees/Mix of 1 Gourmet Sandwich and 2 Hot Buffet	
BREAK		P.M. BREAK SNACK				100			
BANQUET CHARGES SUBTOTAL								TOTAL	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)						%			
BANQUET CHARGES TOTAL									
LODGING CHARGES									
LODGING CHARGES			SETUP DAY		DAY ONE		JUDICIARY NOTES		HOTEL NOTES
							VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY		
LODGING		TYPE		EACH	RATE	EACH	RATE	LODGING NOTES	
SINGLE OCCUPANY		MASTER BILL		50					
LODGING CHARGES SUBTOTAL								TOTAL	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)				%					
LODGING CHARGES TOTAL									

AV CHARGES							
AV CHARGES		SETUP DAY		DAY ONE		JUDICIARY NOTES	HOTEL NOTES
						VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
TYPE OF EQUIPMENT	FULL/HALF DAY	EACH	RATE	EACH	RATE	AV NOTES	
PC & 27" (OR LARGER) SCREEN DISPLAY	FULL			2			
PROJECTOR	FULL			1			
SOUNDBOARD	FULL			1			
HAND-HELD MICROPHONE	FULL			1			
AV CHARGES SUBTOTAL						TOTAL	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)				%			
AV CHARGES TOTAL							
***** ALL INCLUSIVE AV ITEMS ***** ADD ATTACHED AV QUOTE*****							
OTHER CHARGES							
OTHER CHARGES		SETUP DAY		DAY ONE		JUDICIARY NOTES	HOTEL NOTES
						VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MISCELLANEOUS	DESCRIPTION	EACH	RATE	EACH	RATE	OTHER CHARGES NOTES	
SELF-PARKING	OVERNIGHT	50					
SELF-PARKING	DAILY			100			
OTHER CHARGES SUBTOTAL						TOTAL	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)		%		%			
OTHER CHARGES SUBTOTAL							
*Use "No Bid" to indicate services or equipment are not available							
*Use "\$0.00" to indicate service or equipment is available free of charge							
* NJ Judiciary is exempt from all taxes - no taxes to be included in pricing							
JUDICIARY NOTES:						TOTAL EVENT	\$ -
HOTEL NOTES:							