

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET - A LA CARTE (ATTACHMENT 1)										
VENUE NAME				REGION		STATEWIDE			EVENT NOTES	
FEDERAL TAX ID NO OR EIN				VENUE CONTACT						
EVENT NAME	MUNICIPAL DIVISION EDUCATION CONFERENCE			VENUE CONTACT PHONE						
DATE OF EVENT	JUNE 9-10, 2025 (SET-UP ON JUNE 8, 2025)			VENUE CONTACT EMAIL						
ORGANIZATION	JUDICIAL EDUCATION			NJSTART VENDOR NO						
MEETING ROOMS										
MEETING ROOMS			SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
			SUNDAY, JUNE 8, 2025		MONDAY, JUNE 9, 2025		TUESDAY, JUNE 10, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
FUNCTION TYPE	PREFERRED SETUP	# OF GUESTS	EACH	RATE	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	400	1		1		1			
MEALS ROOM	BANQUET ROUNDS	375	1		1		1			
LOBBY	REGISTRATION	8	1		1		1		4 TABLES WITH 8 CHAIRS	
BREAK OUT ROOM 1	CLASSROOM/THEATER	100	1		1		1			
BREAK OUT ROOM 2	CLASSROOM/THEATER	150	1		1		1			
BREAK OUT ROOM 3	CLASSROOM/THEATER	75	1		1		1			
BREAK OUT ROOM 4	CLASSROOM/THEATER	50	1		1		1			
BREAK OUT ROOM 5	CLASSROOM/THEATER	35	1		1		1			
BREAK OUT ROOM 6	CLASSROOM/THEATER	75	1		1		1			
BREAK OUT ROOM 7	CLASSROOM/THEATER	65	1		1		1			
BREAK OUT ROOM 8	CLASSROOM/THEATER	50	1		1		1			
BREAK OUT ROOM 9	CLASSROOM/THEATER	50	1		1		1			
OTHER	CONFERENCE/ ATTENDEE WORKSPACE QUIET ROOM	10	1		1		1		PRAYER ROOM/ MOTHERS ROOM	
OTHER	STAFF OFFICE/ MEALS/ROUNDS	25	1		1		1			
EMERGENT DUTY ROOM 1	CONFERENCE	10	1		1		1			
EMERGENT DUTY ROOM 2	CONFERENCE	10	1		1		1			
EMERGENT DUTY ROOM 3	CONFERENCE	10	1		1		1			
MEETING ROOM SUBTOTAL									TOTAL	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)			% \$		% \$		% \$			
MEETING ROOM TOTAL										
BANQUET CHARGES										
BANQUET CHARGES			SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
			SUNDAY, JUNE 8, 2025		MONDAY, JUNE 9, 2025		TUESDAY, JUNE 10, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MEAL	TYPE		EACH	RATE	EACH	RATE	EACH	RATE	MENU NOTES	
BREAKFAST	BREAKFAST - CONTINENTAL				375					
BREAKFAST	BREAKFAST - CONTINENTAL (ALTERNATIVE MEAL OPTIONS)				12				3-5 HALAL, 5-7 KOSHER	

BREAKFAST	BREAKFAST - HOT BUFFET					375			
BREAKFAST	BREAKFAST - HOT BUFFET (ALTERNATIVE MEAL OPTIONS)					12		3-5 HALAL, 5-7 KOSHER	
BREAKFAST	STAFF MEALS ROOM			25		25			
BEVERAGES ONLY	ALL DAY REFRESH			400		400			
LUNCH	LUNCH - HOT BUFFET			375		375			
LUNCH	LUNCH - HOT BUFFET (ALTERNATIVE MEAL OPTIONS)			12		12		3-5 HALAL, 5-7 KOSHER	
LUNCH	STAFF MEALS ROOM			25		25			
BREAK	P.M.BREAK SNACK			375		375			
BREAK	STAFF MEALS ROOM			25		25			
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		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		SUNDAY, JUNE 8, 2025		MONDAY, JUNE 9, 2025		TUESDAY, JUNE 10, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
LODGING	TYPE	EACH	RATE	EACH	RATE	EACH	RATE	LODGING NOTES	
SINGLE OCCUPANY	EPO	70		40				NOT TO BE INCLUDED IN TOTALS	
SINGLE OCCUPANY	MASTER BILL	40		100					
SINGLE OCCUPANY	LATE CHECK-OUT					15			
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		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		SUNDAY, JUNE 8, 2025		MONDAY, JUNE 9, 2025		TUESDAY, JUNE 10, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
TYPE OF EQUIPMENT		FULL/HALF DAY	EACH	RATE	EACH	RATE	EACH	RATE	AV NOTES
ALL CABLES, CONNECTORS, POWER STRIPS AND EXTENSION CORDS ESSENTIAL TO OPERATE ALL AV EQUIPMENT		FULL			1		1		SUBMIT PRICE QUOTE FOR ALL CABLES, CONNECTORS, POWER CORDS, STRIPS AND EXTENSION CORDS TO ACCOMMODATE ALL AV. EQUIPMENT INCLUSVIE OF HOTEL PROVIDED AV. CUSTOMER AV (PROJECTORS, LAPTOPS, ETC...) AS WELL AS ATTENDEES LAPTOPS IN MEETING SPACE AND REGISTRATION AREAS.
27" (OR LARGER) SCREEN DISPLAY AND/OR MONITOR		FULL			9		9		SCREEN REQUIRED FOR ALL BREAKOUT ROOMS AND GENERAL SESSION ROOM
LCD PROJECTOR		FULL			2		2		REQUEST FOR ONE LCD PROJECTOR EACH DAY TO BE USED IN GENERAL SESSION ROOM, USED FOR LARGER SCREEN AND TYPICALLY MOUNTED IN ROOM.
WIRELESS LAVALIER MICROPHONE		FULL			5		5		
HANDHELD MICROPHONE		FULL			10		10		

WIRED MICROPHONE	FULL			10		10			
HARDWIRED INTERNET	FULL			4		4			
WIFI	FULL			1		1		WIFI FOR ALL ATTENDEES (PLEASE NOTE, ALL ATTENDEES HAVE MULTIPLE DEVICES THAT WILL BE CONNECTED)	
LAPSOUNDS/SOUND PATCH	FULL			9		9		MUST BE STANDING - CAN NOT BE DESK TOP	
STANDING LECTERN WITH MICROPHONE	FULL			10		10			
ALL INCLUSIVE AV QUOTE FROM OUTSIDE VENDOR WITH QUOTE ATTACHED	FULL							ATTACH SEPARATE ALL INCLUSIVE QUOTE	
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		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
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MISCELLANEOUS	DESCRIPTION	EACH	RATE	EACH	RATE	EACH	RATE	OTHER CHARGES NOTES	
SELF-PARKING	OVERNIGHT	110		140				THERE MAY BE ANCILLARY NEED FOR GROUND TRANSPORTATION FOR PRESENTERS FROM NY/NJ - PLEASE ADVISE IF AVAILABLE	
SELF-PARKING	DAILY			260		400			
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									
* Any other requirement or notes not covered in the above should be included below in "HOTEL NOTES:" or on a separate sheet and indicated as such below in "HOTEL NOTES:"									
* NJ Judiciary is exempt from all taxes - no taxes to be included in pricing									
JUDICIARY NOTES:							TOTAL EVENT		\$ -
HOTEL NOTES:									