

**NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET (ATTACHMENT 3)**

<b>VENUE NAME</b>		<b>REGION</b>	CENTRAL	<b>EVENT NOTES</b>
<b>FEDERAL TAX ID NO OR EIN</b>		<b>VENUE CONTACT</b>		
<b>EVENT NAME</b>	LAW CLERKS - FAMILY DIVISION ORIENTATION	<b>VENUE CONTACT PHONE</b>		
<b>DATE OF EVENT</b>	AUGUST 25, 2025 (Set up August 24, 2025)	<b>VENUE CONTACT EMAIL</b>		
<b>ORGANIZATION</b>	JUDICIAL EDUCATION	<b>NJSTART VENDOR NO</b>		

**MEETING ROOMS**

REFERENCE RFQ SECTION 4.1			SETUP DAY		DAY ONE		JUDICIARY NOTES	HOTEL NOTES
			Sunday, August 24, 2025		Monday, August 25, 2025		<b>VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY</b>	
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	CLASSROOM	200	1		1		MEALS ROOM AND GENERAL SESSION ROOM MUST BE SEPARATE	
MEALS ROOM	ROUNDS	200	1		1			
REGISTRATION/LOBBY	REGISTRATION/ 3 6' TABLES	4	1		1			
BREAK OUT ROOM 1	CONFERENCE	5	1		1			
STAFF OFFICE	CONFERENCE	10	1		1			
<b>MEETING ROOM SUBTOTAL</b>							<b>TOTAL</b>	
<b>SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)</b>			%	\$	%	\$		
<b>MEETING ROOM TOTAL</b>								

**BANQUET CHARGES**

REFERENCE RFQ SECTION 4.2			SETUP DAY		DAY ONE		JUDICIARY NOTES	HOTEL NOTES
			Sunday, August 24, 2025		Monday, August 25, 2025		<b>VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY</b>	
MEAL	TYPE		EACH	RATE	EACH	RATE	MENU NOTES	
BREAKFAST	BREAKFAST - CONTINENTAL				200		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BEVERAGES ONLY	ALL DAY REFRESH				200		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
LUNCH	LUNCH - HOT BUFFET				200		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
LUNCH	LUNCH - ALT MEAL OPTIONS NEEDED				4		HALAL AND KOSHER	

BREAK	P.M.BREAK SNACK			200		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.		
BANQUET CHARGES SUBTOTAL						TOTAL		
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)					% \$			
BANQUET CHARGES TOTAL								
<b>LODGING CHARGES</b>								
REFERENCE RFQ SECTION 4.5				SETUP DAY		DAY ONE	JUDICIARY NOTES	HOTEL NOTES
				Sunday, August 24, 2025		Monday, August 25, 2025	<b>VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY</b>	
LODGING	TYPE	EACH	RATE	EACH	RATE	LODGING NOTES		
SINGLE OCCUPANY	EPO					NOT TO BE INCLUDED IN TOTALS		
SINGLE OCCUPANY	MASTER BILL	20						
SINGLE OCCUPANY	LATE CHECK-OUT			3				
LODGING CHARGES SUBTOTAL						TOTAL		
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)				% \$	% \$			
LODGING CHARGES TOTAL								
<b>AV CHARGES</b>								
REFERENCE RFQ SECTION 4.3				SETUP DAY		DAY ONE	JUDICIARY NOTES	HOTEL NOTES
				Sunday, August 24, 2025		Monday, August 25, 2025	<b>VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY</b>	
TYPE OF EQUIPMENT		FULL/HALF DAY	EACH	RATE	EACH	RATE	AV NOTES	
ALL CABLES, CONNECTORS, POWER STRIPS AND EXTENSION CORDS ESSENTIAL TO OPERATE ALL AV EQUIPMENT		FULL			1		SUBMIT PRICE QUOTE FOR ALL CABLES, CONNECTORS, POWER CORDS, STRIPS AND EXTENSION CORDS TO ACCOMMODATE ALL AV. EQUIPMENT INCLUSIVE 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			2		SCREEN REQUIRED FOR ALL BREAKOUT ROOMS AND GENERAL SESSION ROOM	
WIRELESS LAVALIER MICROPHONE		FULL			1			
HANDHELD MICROPHONE		FULL			2			
WIFI		FULL			200		WIFI FOR ALL ATTENDEES (PLEASE NOTE, ALL ATTENDEES HAVE MULTIPLE DEVICES THAT WILL BE CONNECTED)	
LAPSOUND/SOUND PATCH		FULL			1			
STANDING LECTERN WITH MICROPHONE		FULL			1		MUST BE STANDING - CAN NOT BE DESK TOP	

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								
<b>***** ALL INCLUSIVE AV ITEMS **** ADD ATTACHED AV QUOTE*****</b>								
<b>OTHER CHARGES</b>								
REFERENCE RFQ SECTION 4.4			SETUP DAY		DAY ONE		JUDICIARY NOTES	HOTEL NOTES
			Sunday, August 24, 2025		Monday, August 25, 2025		<b>VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY</b>	
MISCELLANEOUS	DESCRIPTION	EACH	RATE	EACH	RATE	OTHER CHARGES NOTES		
SELF-PARKING	OVERNIGHT	20				THERE MAY BE ANCILLARY NEED FOR GROUND TRANSPORTATION FOR PRESENTERS FROM NY/NJ - PLEASE ADVISE IF AVAILABLE		
SELF-PARKING	DAILY			200				
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:								