

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET (ATTACHMENT 3)										
VENUE NAME				REGION		CENTRAL		EVENT NOTES		
FEDERAL TAX ID NO OR EIN				VENUE CONTACT						
EVENT NAME		LAW CLERKS - FAMILY DIVISION ORIENTATION		VENUE CONTACT PHONE						
DATE OF EVENT		AUGUST 25, 2025 (Set up August 24, 2025)		VENUE CONTACT EMAIL						
ORGANIZATION		JUDICIAL EDUCATION		NJSTART VENDOR NO						
MEETING ROOMS										
REFERENCE RFQ SECTION 4.1				SETUP DAY		DAY ONE		JUDICIARY NOTES		HOTEL NOTES
				Sunday, August 24, 2025		Monday, August 25, 2025		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		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				
MEETING ROOM SUBTOTAL								TOTAL		
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)				% \$		% \$				
MEETING ROOM TOTAL										
BANQUET CHARGES										
REFERENCE RFQ SECTION 4.2				SETUP DAY		DAY ONE		JUDICIARY NOTES		HOTEL NOTES
				Sunday, August 24, 2025		Monday, August 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY		
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							
LODGING CHARGES							
REFERENCE RFQ SECTION 4.5		SETUP DAY		DAY ONE		JUDICIARY NOTES	HOTEL NOTES
		Sunday, August 24, 2025		Monday, August 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
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							
AV CHARGES							
REFERENCE RFQ SECTION 4.3		SETUP DAY		DAY ONE		JUDICIARY NOTES	HOTEL NOTES
		Sunday, August 24, 2025		Monday, August 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
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 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			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										
***** ALL INCLUSIVE AV ITEMS **** ADD ATTACHED AV QUOTE*****										
OTHER CHARGES										
REFERENCE RFQ SECTION 4.4				SETUP DAY		DAY ONE		JUDICIARY NOTES		HOTEL NOTES
				Sunday, August 24, 2025		Monday, August 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY		
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:										