

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET - (ATTACHMENT 1)									
VENUE NAME				REGION	CENTRAL		EVENT NOTES		
FEDERAL TAX ID NO OR EIN				VENUE CONTACT					
EVENT NAME	APPELLATE DIVISION EDUCATION CONFERENCE			VENUE CONTACT PHONE					
DATE OF EVENT	SEPTEMBER 2 - 3, 2025 (SET UP DATE SEPTEMBER 2, 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
				Tuesday, September 2, 2025		Wednesday, September 3, 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	ROUNDS/PODS	50	1		1		GENERAL SESSION AND MEALS ROOM MUST BE SEPARATE ROOMS		
MEALS ROOM	ROUNDS	50	1		1				
REGISTRATION/LOBBY	REGISTRATION/ 3 6' TABLES	4	1		1				
BREAK OUT ROOM 1	CONFERENCE	5	1		1				
BREAK OUT ROOM 2	CONFERENCE	5	1		1				
BREAK OUT ROOM 3	CONFERENCE	5	1		1				
BREAK OUT ROOM 4	CONFERENCE	5	1		1				
BREAK OUT ROOM 5	CONFERENCE	5	1		1				
BREAK OUT ROOM 6	CONFERENCE	5	1		1				
PHOTO ROOM	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
				Tuesday, September 2, 2025		Wednesday, September 3, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MEAL	TYPE		EACH	RATE	EACH	RATE	MENU NOTES		
BREAKFAST	BREAKFAST - HOT BUFFET				50		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.		
BEVERAGES ONLY	ALL DAY REFRESH				50		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.		

LUNCH	LUNCH - HOT BUFFET			50		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	P.M.BREAK SNACK and BEVERAGES	50		50		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
DINNER	DINNER - HOT BUFFET	50				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
		Tuesday, September 2, 2025		Wednesday, September 3, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
LODGING	TYPE	EACH	RATE	EACH	RATE	LODGING NOTES	
SINGLE OCCUPANY	MASTER BILL	50					
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
		Tuesday, September 2, 2025		Wednesday, September 3, 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		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	1		1		SCREEN REQUIRED FOR ALL BREAKOUT ROOMS AND GENERAL SESSION ROOM	

LCD PROJECTOR	FULL					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			1			
HANDHELD MICROPHONE	FULL			2			
WIFI	FULL			50		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
		Tuesday, September 2, 2025		Wednesday, September 3, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MISCELLANEOUS	DESCRIPTION	EACH	RATE	EACH	RATE	OTHER CHARGES NOTES	
SELF-PARKING	OVERNIGHT	50				THERE MAY BE ANCILLARY NEED FOR GROUND TRANSPORTATION FOR PRESENTERS FROM NY/NJ - PLEASE ADVISE IF AVAILABLE	
SELF-PARKING	DAILY			50			
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:							