

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET -JUDAOC-26-10

VENUE NAME		REGION	STATEWIDE				EVENT NOTES	
FEDERAL TAX ID NO OR EIN		VENUE CONTACT						
EVENT NAME	Recovery Court Education Conference Probation Education Conference JUDAOC-26-10	VENUE CONTACT PHONE						
DATE OF EVENT	RECOVERY COURT EDUCATION CONFERENCE - SEPTEMBER 24, 2025 (SET-UP SEPTEMBER 23, 2025) PROBATION EDUCATION CONFERENCE - SEPTEMBER 25-26, 2025 (SET-UP SEPTEMBER 24, 2025)	VENUE CONTACT EMAIL						
ORGANIZATION	Recovery Court and Probation Education Conference	NJSTART VENDOR NO						

REFERENCE RFQ SECTION 4.1			MEETING ROOMS										JUDICIARY NOTES	HOTEL NOTES
			SETUP DAY		DAY ONE		SETUP DAY		DAY ONE		DAY TWO			
			RECOVERY COURT		RECOVERY COURT		PROBATION		PROBATION		PROBATION			
			Tuesday, September 23, 2025		Wednesday, September 24, 2025		Wednesday, September 24, 2025		Thursday, September 25, 2025		Friday, September 26, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
FUNCTION TYPE	PREFERRED SETUP	# OF GUESTS	EACH	RATE	EACH	RATE	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	ROUNDS	550	1		1									GENERAL SESSION CAN BE REUSED AS MEALS ROOM - BREAKOUT ROOMS MUST BE SEPARATE
GENERAL SESSION	ROUNDS	300					1		1		1			GENERAL SESSION CAN BE REUSED AS MEALS ROOM AND BREAKOUT ROOMS
MEALS ROOM	ROUNDS	550	1		1									
MEALS ROOM	ROUNDS	300					1		1		1			
REGISTRATION/LOBBY	REGISTRATION/4 6' TABLES	6	1		1									ADDITIONAL BREAK OUT ROOMS MAY BE NEEDED DEPENDING ON MEETING SPACE SIZE AVAILABILITY AND FINAL AGENDA FOR BOTH CONFERENCES BREAKOUT ROOM LOCATIONS CAN BE REUSED FROM RECOVERY COURT EDUCATION CONFERENCE TO PROBATION EDUCATION CONFERENCE - SEPARATED ON PRICE SHEET DUE TO DIFFERENT REQUESTED LAYOUTS PER EVENT
BREAK OUT ROOM 1	PREFER CLASSROOM	100	1		1									
BREAK OUT ROOM 2	PREFER CLASSROOM	100	1		1									
BREAK OUT ROOM 3	PREFER CLASSROOM	100	1		1									
BREAK OUT ROOM 4	PREFER CLASSROOM	100	1		1									
BREAK OUT ROOM 5	PREFER CLASSROOM	100	1		1									
BREAK OUT ROOM 6	PREFER CLASSROOM	100	1		1		1		1		1			
BREAK OUT ROOM 7	ROUNDS	80	1		1		1		1		1			
BREAK OUT ROOM 8	CLASSROOM	75					1		1		1			
BREAK OUT ROOM 9	CLASSROOM	75					1		1		1			
BREAK OUT ROOM 10	CLASSROOM	75					1		1		1			
BREAK OUT ROOM 11	CLASSROOM	50					1		1		1			
BREAK OUT ROOM 12	CLASSROOM	50					1		1		1			
STAFF OFFICE	ROUNDS	20	1		1		1		1		1			
LACTATION ROOM	CONFERENCE	2	1		1		1		1		1		CAN BE GUEST ROOM CONVERTED	
PRAYER ROOM	CONFERENCE	5	1		1		1		1		1		CAN BE GUEST ROOM CONVERTED	
MEETING ROOM SUBTOTAL													TOTALS MEETING SPACE CHARGES:	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)			% \$		% \$		% \$		% \$		% \$		RECOVERY COURT	PROBATION
MEETING ROOM TOTAL													\$	\$

BANQUET CHARGES

REFERENCE RFQ SECTION 4.2		SETUP DAY		DAY ONE		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		RECOVERY COURT		RECOVERY COURT		PROBATION		PROBATION		PROBATION			
		Tuesday, September 23, 2025		Wednesday, September 24, 2025		Wednesday, September 24, 2025		Thursday, September 25, 2025		Friday, September 26, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MEAL	TYPE	EACH	RATE	EACH	RATE	EACH	RATE	EACH	RATE	EACH	RATE	MENU NOTES	
BREAKFAST	BREAKFAST - HOT BUFFET			500		275		275		225		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	STAFF MEALS ROOM			20		20		20		20		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	A.M.BREAK SNACK AND BEVERAGE			500		275		275		225		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
LUNCH	LUNCH - HOT BUFFET			500		275		275		225		Gluten Free Options Clearly Marked. Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
LUNCH	LUNCH - ALT MEAL OPTIONS NEEDED			5		5		5		5		HALAL	
LUNCH	LUNCH - ALT MEAL OPTIONS NEEDED			5		5		5		5		KOSHER	
BREAK	STAFF MEALS ROOM			20		20		20		20		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	P.M.BREAK SNACK AND BEVERAGE			500		275		275		225		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BANQUET CHARGES SUBTOTAL												TOTAL BANQUET CHARGES:	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)				% \$		% \$		% \$		% \$		RECOVERY COURT	PROBATION
BANQUET CHARGES TOTAL												\$	\$

LODGING CHARGES

REFERENCE RFQ SECTION 4.5		SETUP DAY		DAY ONE		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		RECOVERY COURT		RECOVERY COURT		PROBATION		PROBATION		PROBATION			
		Tuesday, September 23, 2025		Wednesday, September 24, 2025		Wednesday, September 24, 2025		Thursday, September 25, 2025		Friday, September 26, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
LODGING	TYPE	EACH	RATE	EACH	RATE	EACH	RATE	EACH	RATE	EACH	RATE	LODGING NOTES	
SINGLE OCCUPANY	EPO	20				10		15				NOT TO BE INCLUDED IN TOTALS	
SINGLE OCCUPANY	MASTER BILL	130				90		100					
SINGLE OCCUPANY	LATE CHECK-OUT			10						10			
LODGING CHARGES SUBTOTAL												TOTAL LODGING CHARGES	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)				% \$		% \$		% \$		% \$		RECOVERY COURT	PROBATION
LODGING CHARGES TOTAL												\$	\$

REFERENCE RFQ SECTION 4.3		SETUP DAY		DAY ONE		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES	
		RECOVERY COURT		RECOVERY COURT		PROBATION		PROBATION		PROBATION		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY		
		Tuesday, September 23, 2025		Wednesday, September 24, 2025		Wednesday, September 24, 2025		Thursday, September 25, 2025		Friday, September 26, 2025				
TYPE OF EQUIPMENT	FULL/HALF DAY	EACH	RATE	EACH	RATE	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		1		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		2		2		2		SCREEN REQUIRED FOR ALL BREAKOUT ROOMS AND GENERAL SESSION ROOM		
PROJECTOR SCREEN	FULL			10		7		7		7				
LCD PROJECTOR	FULL			10		1		1		1		REQUEST FOR ONE-TWO LCD PROJECTOR EACH DAY TO BE USED IN GENERAL SESSION ROOM, USED FOR LARGER SCREEN AND TYPICALLY MOUNTED IN ROOM		
AV CART	FULL			10		6		6		6				
WIRELESS LAVALIER MICROPHONE	FULL			4		7		7		7				
HANDHELD MICROPHONE	FULL			5		7		7		7				
WIRED MICROPHONE	FULL			1		2		2		2				
WIFI	FULL			550		300		300		270		WIFI FOR ALL ATTENDEES (PLEASE NOTE, ALL ATTENDEES HAVE MULTIPLE DEVICES THAT WILL BE CONNECTED)		
LAPSOUND/SOUND PATCH	FULL			5		7		7		7		MUST BE STANDING - CAN NOT BE DESK TOP		
STANDING LECTERN WITH MICROPHONE	FULL			6		1		1		1				
ALL INCLUSIVE AV QUOTE FROM OUTSIDE VENDOR WITH QUOTE ATTACHED	FULL											ATTACH SEPARATE ALL INCLUSIVE QUOTE		
AV CHARGES SUBTOTAL												TOTAL AV CHARGES:		
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)			% \$		% \$		% \$		% \$		% \$	RECOVERY COURT	PROBATION	
AV CHARGES TOTAL												\$	\$	
***** ALL INCLUSIVE AV ITEMS **** ADD ATTACHED AV QUOTE*****														
REFERENCE RFQ SECTION 4.4		SETUP DAY		DAY ONE		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES	
		RECOVERY COURT		RECOVERY COURT		PROBATION		PROBATION		PROBATION		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY		
		Tuesday, September 23, 2025		Wednesday, September 24, 2025		Wednesday, September 24, 2025		Thursday, September 25, 2025		Friday, September 26, 2025				
MISCELLANEOUS	DESCRIPTION	EACH	RATE	EACH	RATE	EACH	RATE	EACH	RATE	EACH	RATE	OTHER CHARGES NOTES		
SELF-PARKING	OVERNIGHT	150				100		115						
SELF-PARKING	DAILY			400				200		185				
OTHER CHARGES SUBTOTAL												TOTAL OTHER CHARGES:		
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)			% \$		% \$		% \$		% \$		% \$	RECOVERY COURT	PROBATION	
OTHER CHARGES SUBTOTAL												\$	\$	
JUDICIARY NOTES:	<p>PLEASE NOTE: WEDNESDAY, SEPTEMBER 24, 2025 IS RECOVERY COURT DAY ONE AND PROBATION SETUP DAY. Recovery Court requires ALL Meeting space at venue to allow for flexibility. Probations requires Isolated Meeting Space. ADDITIONAL BREAK OUT ROOMS THAN WHAT IS STATED ON THE PRICE SHEET MAY BE NEEDED DEPENDING ON MEETING SPACE SIZE AVAILABILITY AND FINAL AGENDA FOR BOTH CONFERENCES. Preference in breakout rooms is classroom and rounds. The Judiciary may consider a combination of classroom and theater in one space to accommodate number of attendees when necessary.</p>											TOTAL EVENT (RECOVERY COURT EDUCATION CONFERENCE)	\$	-
												TOTAL EVENT (PROBATION EDUCATION CONFERENCE)	\$	-
												TOTAL FOR BOTH EVENTS:	\$	-
HOTEL NOTES:														