

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET -JUDAOC-26-09										
VENUE NAME			REGION		Within 60 Miles From Trenton, New Jersey			EVENT NOTES		
FEDERAL TAX ID NO OR EIN			VENUE CONTACT							
EVENT NAME	Staff College 2025 JUDAOC-26-09		VENUE CONTACT PHONE							
DATE OF EVENT	NOVEMBER 24-25, 2025 (SET-UP NOVEMBER 23, 2025)		VENUE CONTACT EMAIL							
ORGANIZATION	Organizational Development and Training		NJSTART VENDOR NO							
MEETING ROOMS										
REFERENCE RFQ SECTION 4.1			SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
			Sunday, November 23, 2025		Monday, November 24, 2025		Tuesday, November 25, 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	ROUNDS	600	1		1		1		GENERAL SESSION CAN BE REUSED AS MEALS ROOM AND BREAKOUT ROOMS	
MEALS ROOM	ROUNDS	600	1		1		1			
REGISTRATION/LOBBY	REGISTRATION/6 6' TABLES	6	1		1		1		FINAL BREAK OUT ROOM NEEDS DEPENDING ON MEETING SPACE SIZE AVAILABILITY AND FINAL AGENDA	
BREAK OUT ROOM 1	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 2	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 3	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 4	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 5	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 6	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 7	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 8	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 9	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 10	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 11	ROUND OR CLASSROOM	60-100	1		1		1			
BREAK OUT ROOM 12	ROUND OR CLASSROOM	60-100	1		1		1			
STAFF OFFICE	ROUNDS	30	1		1		1			
STAFF OFFICE	ROUNDS	30	1		1		1			
LACTATION ROOM	CONFERENCE		1		1		1		CAN BE GUEST ROOM CONVERTED	
PRAYER ROOM	CONFERENCE		1		1		1		CAN BE GUEST ROOM CONVERTED	
EMERGENT DUTY ROOM	CONFERENCE		1		1		1		CAN BE GUEST ROOM CONVERTED	
EMERGENT DUTY ROOM	CONFERENCE		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)			% \$		% \$		% \$		\$	
MEETING ROOM TOTAL										

BANQUET CHARGES									
REFERENCE RFQ SECTION 4.2		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		Sunday, November 23, 2025		Monday, November 24, 2025		Tuesday, November 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MEAL	TYPE	EACH	RATE	EACH	RATE	EACH	RATE	MENU NOTES	
BREAKFAST	BREAKFAST - HOT BUFFET			570		570		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	STAFF MEALS ROOM			40		40		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	A.M.BREAK SNACK AND BEVERAGE			570		570		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
LUNCH	LUNCH - HOT BUFFET			570		570		Gluten Free Options Clearly Marked. Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	STAFF MEALS ROOM			40		40		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	P.M.BREAK BEVERAGE ONLY			570				Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
BREAK	P.M.BREAK SNACK AND BEVERAGE					570		Individual bottled waters and soft drinks are required. Vendor must accommodate all dietary needs and selections.	
RECEPTION	SELF-SERVICE HOT/COLD APPETIZERS AND NON-ALCOHOLIC BEVERAGES FROM 5:00-7:00 PM			300				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)				% \$		% \$		\$	
BANQUET CHARGES TOTAL									
LODGING CHARGES									
REFERENCE RFQ SECTION 4.5		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		Sunday, November 23, 2025		Monday, November 24, 2025		Tuesday, November 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
LODGING	TYPE	EACH	RATE	EACH	RATE	EACH	RATE	LODGING NOTES	
SINGLE OCCUPANY	EPO	5		5				NOT TO BE INCLUDED IN TOTALS	
SINGLE OCCUPANY	MASTER BILL	250		250					
SINGLE OCCUPANY	LATE CHECK-OUT					20			
LODGING CHARGES SUBTOTAL								TOTAL LODGING CHARGES	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)		% \$		% \$		% \$		\$	
LODGING CHARGES TOTAL									

AV CHARGES									
REFERENCE RFQ SECTION 4.3		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		Sunday, November 23, 2025		Monday, November 24, 2025		Tuesday, November 25, 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 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			4		4		SCREEN REQUIRED FOR ALL BREAKOUT ROOMS AND GENERAL SESSION ROOM	
PROJECTOR SCREEN	FULL			2		2			
LCD PROJECTOR	FULL			10		10		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		10			
WIRELESS LAVALIER MICROPHONE	FULL			8		8			
HANDHELD MICROPHONE	FULL			8		8			
WIRED MICROPHONE	FULL			8		8			
HARDWIRED INTERNET	FULL			2		2			
WIFI	FULL			600		600		WIFI FOR ALL ATTENDEES (PLEASE NOTE, ALL ATTENDEES HAVE MULTIPLE DEVICES THAT WILL BE CONNECTED)	
LAPSOUND/SOUND PATCH	FULL			10		10		MUST BE STANDING - CAN NOT BE DESK TOP	
STANDING LECTERN WITH MICROPHONE	FULL			8		8			
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)				% \$		% \$		\$	
AV CHARGES TOTAL									
***** ALL INCLUSIVE AV ITEMS **** ADD ATTACHED AV QUOTE*****									
OTHER CHARGES									
REFERENCE RFQ SECTION 4.4		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		Sunday, November 23, 2025		Monday, November 24, 2025		Tuesday, November 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MISCELLANEOUS	DESCRIPTION	EACH	RATE	EACH	RATE		RATE	OTHER CHARGES NOTES	
SELF-PARKING	OVERNIGHT	255		255					
SELF-PARKING	DAILY			345		345			
OTHER CHARGES SUBTOTAL								TOTAL OTHER CHARGES:	
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:	<p align="center">PLEASE NOTE:</p> <p align="center">All meeting space at the venue must be provided.</p> <p align="center">Additional breakout rooms other than what is stated above on price sheet may be needed depending on meeting space size, availability and final agenda.</p> <p align="center">Preference in breakout rooms is rounds and classrooms. The Judiciary may consider a combination of classroom and theater in one space to accommodate number of attendees when necessary.</p>						TOTAL FOR BOTH EVENTS:		
HOTEL NOTES:							\$	-	