

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET - A LA CARTE (ATTACHMENT 1)

VENUE NAME		REGION	STATEWIDE	EVENT NOTES
FEDERAL TAX ID NO OR EIN		VENUE CONTACT		
EVENT NAME	CRIMINAL DIVISION EDUCATION CONFERENCE	VENUE CONTACT PHONE		
DATE OF EVENT	MAY 7 & 8, 2025 (SET-UP ON MAY 6, 2025)	VENUE CONTACT EMAIL		
ORGANIZATION	JUDICIAL EDUCATION	NJSTART VENDOR NO		

MEETING ROOMS

MEETING ROOMS			SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
			TUESDAY, MAY 6, 2025		WEDNESDAY, MAY 7, 2025		THURSDAY, MAY 8, 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	BANQUET ROUNDS	250	1		1		1			
MEALS ROOM	BANQUET ROUNDS	225	1		1		1			
LOBBY	REGISTRATION	8	1		1		1		4 TABLES WITH 8 CHAIRS	
BREAK OUT ROOM 1	CLASSROOM/THEATER	100	1		1		1			
BREAK OUT ROOM 2	CLASSROOM/THEATER	150	1		1		1			
BREAK OUT ROOM 3	CLASSROOM/THEATER	75	1		1		1			
BREAK OUT ROOM 4	CLASSROOM/THEATER	50	1		1		1			
BREAK OUT ROOM 5	CLASSROOM/THEATER	35	1		1		1			
BREAK OUT ROOM 6	CLASSROOM/THEATER	40	1		1		1			
BREAK OUT ROOM 7	CLASSROOM/THEATER	70	1		1		1			
BREAK OUT ROOM 8	CLASSROOM/THEATER	25	1		1		1			
OTHER	CONFERENCE/ ATTENDEE WORKSPACE QUIET ROOM	10	1		1		1		PRAYER ROOM/ MOTHERS ROOM	
OTHER	CONFERENCE FOR SESSION PREP	10	1		1		1			
OTHER	STAFF OFFICE/ MEALS/ROUNDS	25	1		1		1			
EMERGENT DUTY ROOM 1	CONFERENCE	10	1		1		1			
EMERGENT DUTY ROOM 2	CONFERENCE	10	1		1		1			
EMERGENT DUTY ROOM 3	CONFERENCE	10	1		1		1			
MEETING ROOM SUBTOTAL									TOTAL	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)			% \$		% \$		% \$			
MEETING ROOM TOTAL										

BANQUET CHARGES

BANQUET CHARGES			SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
			TUESDAY, MAY 6, 2025		WEDNESDAY, MAY 7, 2025		THURSDAY, MAY 8, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MEAL	TYPE		EACH	RATE	EACH	RATE	EACH	RATE	MENU NOTES	
BREAKFAST	BREAKFAST - CONTINENTAL				225					
BREAKFAST	BREAKFAST - HOT BUFFET						225			

BREAKFAST	STAFF MEALS ROOM			25		25		INDIVIDUAL BOTTLED WATER REQUIRED. VENDOR MUST WORK TO ACCOMMODATE ALL DIETARY NEEDS & SELECTIONS	
BEVERAGES ONLY	ALL DAY REFRESH			250		250			
LUNCH	LUNCH - HOT BUFFET			225		225			
LUNCH	STAFF MEALS ROOM			25		25			
BREAK	P.M.BREAK SNACK			225		225			
BREAK	STAFF MEALS ROOM			25		25			
BANQUET CHARGES SUBTOTAL									TOTAL
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)				% \$		% \$			
BANQUET CHARGES TOTAL									
LODGING CHARGES									
LODGING CHARGES		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		TUESDAY, MAY 6, 2025		WEDNESDAY, MAY 7, 2025		THURSDAY, MAY 8, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
LODGING	TYPE	EACH	RATE	EACH	RATE	EACH	RATE	LODGING NOTES	
SINGLE OCCUPANY	EPO	15		15				NOT TO BE INCLUDED IN TOTALS	
SINGLE OCCUPANY	MASTER BILL	45		150					
SINGLE OCCUPANY	LATE CHECK-OUT					15			
LODGING CHARGES SUBTOTAL								TOTAL	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)		% \$		% \$		% \$			
LODGING CHARGES TOTAL									
AV CHARGES									
AV CHARGES		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		TUESDAY, MAY 6, 2025		WEDNESDAY, MAY 7, 2025		THURSDAY, MAY 8, 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			8		8		SCREEN REQUIRED FOR ALL BREAKOUT ROOMS AND GENERAL SESSION ROOM	
LCD PROJECTOR	FULL			2		2		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			5		5			
HANDHELD MICROPHONE	FULL			10		10			
WIRED MICROPHONE	FULL			10		10			
HARDWIRED INTERNET	FULL			4		4			

WIFI	FULL			1		1		WIFI FOR ALL ATTENDEES (PLEASE NOTE, ALL ATTENDEES HAVE MULTIPLE DEVICES THAT WILL BE CONNECTED)	
LAPSOUNDS/SOUND PATCH	FULL			8		8		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	
SURCHARGES IF APPLICABLE (SURCHARGE PERCENTAGE INPUT LEFT OF DOLLAR AMOUNT)								% \$	% \$
AV CHARGES TOTAL									

***** ALL INCLUSIVE AV ITEMS **** ADD ATTACHED AV QUOTE*****

OTHER CHARGES									
OTHER CHARGES		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		TUESDAY, MAY 6, 2025		WEDNESDAY, MAY 7, 2025		THURSDAY, MAY 8, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MISCELLANEOUS	DESCRIPTION	EACH	RATE	EACH	RATE	EACH	RATE	OTHER CHARGES NOTES	
SELF-PARKING	OVERNIGHT	60		165				THERE MAY BE ANCILLARY NEED FOR GROUND TRANSPORTATION FOR PRESENTERS FROM NY/NJ - PLEASE ADVISE IF AVAILABLE	
SELF-PARKING	DAILY			85		250			
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:				