

NEW JERSEY JUDICIARY CONFERENCE PRICE SHEET - A LA CARTE (ATTACHMENT 1) REV 2

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/MEALS ROOM	BANQUET ROUNDS	250	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			
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			
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				215				INDIVIDUAL BOTTLED WATER REQUIRED. VENDOR MUST WORK TO ACCOMMODATE ALL DIETARY NEEDS & SELECTIONS	
BREAKFAST	BREAKFAST - HOT BUFFET						215			
BREAKFAST	STAFF MEALS ROOM				25		25			
BEVERAGES ONLY	ALL DAY REFRESH				240		240			
LUNCH	LUNCH - HOT BUFFET				215		215			
LUNCH	STAFF MEALS ROOM				25		25			
BREAK	P.M.BREAK SNACK				215		215			

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		100						
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		115				THERE MAY BE ANCILLARY NEED FOR GROUND TRANSPORTATION FOR PRESENTERS FROM NY/NJ - PLEASE ADVISE IF AVAILABLE		
SELF-PARKING	DAILY			135		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:										