

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	CHILDREN IN COURT & RACE EQUITY EDUCATION CONFERENCE	VENUE CONTACT PHONE		
DATE OF EVENT	MARCH 24 & 25, 2025 (SET-UP ON MARCH 23, 2025)	VENUE CONTACT EMAIL		
ORGANIZATION	JUDICIAL EDUCATION	NJSTART VENDOR NO		

MEETING ROOMS

MEETING ROOMS			SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
			SUNDAY, MARCH 23, 2025		MONDAY, MARCH 24, 2025		TUESDAY, MARCH 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 (INCLUDED PROPOSED MEETING ROOM NAMES/CAPACITY)	
GENERAL SESSION	BANQUET ROUNDS	500	1		1		1		CLASSROOM/PODS/THEATER	
MEALS ROOM	BANQUET ROUNDS	475	1		1		1			
LOBBY	REGISTRATION	8	1		1		1		4 TABLES WITH 8 CHAIRS	
BREAK OUT ROOM 1	CLASSROOM/THEATER	100	1		1		1		CLASSROOM	
BREAK OUT ROOM 2	CLASSROOM/THEATER	100	1		1		1		CLASSROOM/THEATER	
BREAK OUT ROOM 3	CLASSROOM/THEATER	75	1		1		1		CLASSROOM/THEATER	
BREAK OUT ROOM 4	CLASSROOM/THEATER	50	1		1		1		CLASSROOM/THEATER	
BREAK OUT ROOM 5	CLASSROOM/THEATER	35	1		1		1		CLASSROOM/THEATER	
BREAK OUT ROOM 6	CLASSROOM/THEATER	50-75	1		1		1		CLASSROOM/THEATER	
BREAK OUT ROOM 7	CLASSROOM/THEATER	50-75	1		1		1		CLASSROOM/THEATER	
BREAK OUT ROOM 8	CLASSROOM/THEATER	50	1		1		1		CLASSROOM/THEATER	
BREAK OUT ROOM 9	CLASSROOM/THEATER	50	1		1		1		CLASSROOM/THEATER	
OTHER	CONFERENCE/ ATTENDEE WORKSPACE QUIET ROOM	10	1		1		1		PRAYER ROOM/ MOTHERS ROOM	
OTHER	CONFERENCE FOR SESSION PREP	10	1		1		1		CONFERENCE MEETING SPACE	
OTHER	STAFF OFFICE/ MEALS/ROUNDS	25	1		1		1		LUNCH-BANQUET MEALS	
EMERGENT DUTY ROOM 1		10	1		1		1		CONFERENCE	
EMERGENT DUTY ROOM 2		10	1		1		1		CONFERENCE	
EMERGENT DUTY ROOM 3		10	1		1		1		CONFERENCE	
MEETING ROOM SUBTOTAL									TOTAL	
SURCHARGES IF APPLICABLE										
MEETING ROOM TOTAL										

BANQUET CHARGES

BANQUET SELECTIONS			SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
			SUNDAY, MARCH 23, 2025		MONDAY, MARCH 24, 2025		TUESDAY, MARCH 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
MEAL	TYPE		EACH	RATE	EACH	RATE	EACH	RATE	MENU NOTES	
BREAKFAST	BREAKFAST - CONTINENTAL				475					
BREAKFAST	BREAKFAST - HOT BUFFET						475			
BREAKFAST	STAFF MEALS ROOM				25		25			

BREAK	A.M. BREAK SNACK			475		475		INDIVIDUAL BOTTLED WATER REQUIRED. VENDOR MUST WORK TO ACCOMMODATE ALL DIETARY NEEDS & SELECTIONS	
BREAK	STAFF MEALS ROOM			25		25			
BEVERAGES ONLY	ALL DAY REFRESH			500		500			
LUNCH	LUNCH - HOT BUFFET			475		475			
LUNCH	STAFF MEALS ROOM			25		25			
BREAK	P.M.BREAK SNACK			475		475			
BREAK	STAFF MEALS ROOM			25		25			
BANQUET CHARGES SUBTOTAL									TOTAL
SURCHARGES IF APPLICABLE									
BANQUET CHARGES TOTAL									
LODGING CHARGES									
LODGING CHARGES		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		SUNDAY, MARCH 23, 2025		MONDAY, MARCH 24, 2025		TUESDAY, MARCH 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY	
LODGING	TYPE	EACH	RATE	EACH	RATE	RATE	RATE	LODGING NOTES	
SINGLE OCCUPANY	EPO	70		70				NOT TO BE INCLUDED IN TOTALS	
SINGLE OCCUPANY	MASTER BILL	40		100					
SINGLE OCCUPANY	LATE CHECK-OUT					15			
LODGING CHARGES SUBTOTAL								TOTAL	
SURCHARGES IF APPLICABLE									
LODGING CHARGES TOTAL									
AV CHARGES									
AV CHARGES		SETUP DAY		DAY ONE		DAY TWO		JUDICIARY NOTES	HOTEL NOTES
		SUNDAY, MARCH 23, 2025		MONDAY, MARCH 24, 2025		TUESDAY, MARCH 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			10		10		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			10		10		MUST BE STANDING - CAN NOT BE DESK TOP		
STANDING LECTERN WITH MICROPHONE	FULL			10		10				
ALL INCLUSIVE AV QUOTE FROM OUTSIDE VENDOR WITH QUOTE ATTACHED	FULL							ATTACH SEPARATE ALL INCLUSIVE QUOTE		
AV CHARGES SUBTOTAL								TOTAL		
SURCHARGES IF APPLICABLE										
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	
		SUNDAY, MARCH 23, 2025		MONDAY, MARCH 24, 2025		TUESDAY, MARCH 25, 2025		VENUE BIDDERS: PLEASE FILL OUT BLUE FIELDS ONLY		
MISCELLANEOUS	DESCRIPTION	EACH	RATE	EACH	RATE	EACH	RATE	OTHER CHARGES NOTES		
SELF-PARKING	OVERNIGHT	110		170				THERE MAY BE ANCILLARY NEED FOR GROUND TRANSPORTATION FOR PRESENTERS FROM NY/NJ - PLEASE ADVISE IF AVAILABLE		
SELF-PARKING	DAILY			330		500				
OTHER CHARGES SUBTOTAL								TOTAL		
SURCHARGES IF APPLICABLE										
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:										