



**New Jersey Judiciary
Administrative Office of the Courts
Purchase and Property Unit**

**ATTACHMENT 1
Conference Checklist**

Bidder Business Name: _____ Date: _____

NJ Start Registration V Number: _____

Federal Tax ID Number: _____

Venue's Physical Address: _____

CHECKLIST

Please include all necessary documentation with your RFQ response

- Conference Questionnaire (Attachment 2)
- Judiciary Price Sheet (Attachment 3)
- Detailed AV Event Specific Quotation
- All Forms per **3.6 FORMS, REGISTRATIONS AND CERTIFICATIONS**
- Technical Quotation:
 - Meeting Space Capacity Chart
 - Property Map
 - Standard Menu Offerings
 - Standard AV Pricelist
- Bidder Additional Terms, if applicable (per Section 3.3)

Signature: _____ Date: _____