



**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)
- ☐ 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: \_\_\_\_\_