



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

**ATTACHMENT 2
Conference Checklist**

Bidder Business Name: _____ Date: _____

[NJSTART](#) V Number: _____ Federal Tax ID Number: _____

Venue's Physical Address: _____

CHECKLIST

Please include all necessary documentation with your RFQ response

- Conference Questionnaire (Attachment 3)
- Conference Price Sheet Sample (Attachment 4)
- Technical Quotation:
 - Meeting Space Capacity Chart
 - Property Map
 - Standard Menu Offerings
 - Standard AV Pricelist
- Forms and Certifications: [Waiver and DPA Contract Checklist](#) (Attachment 1)
- Bidder Additional Terms, if applicable (per Section 3.3)

Signature: _____ Date: _____