



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

Attachment 4
Conference Checklist and Questionnaire

Bidder Business Name: _____

Date: _____

NJ Start Registration V Number: _____ Federal Tax ID Number: _____
(Required per Section 3.5)

CHECKLIST

Please include all necessary documentation with your quotation submission

- Judiciary Price Sheet
(Required per Section 3.9)
- Conference Checklist and Questionnaire
(Required per Section 3.10)
- Meeting Space Capacity Chart, per Section 3.7.
- Standard Menu Offerings, per Section 4.2.
- Standard AV Pricelist, per Section 4.3.
- Detailed AV quotation- event specific
(Required per Section 4.3.1)

QUESTIONNAIRE

1. Specify if AV provider is located in-house, per Section 3.7.
2. Specify guarantee time for set up, per Section 1.1.
3. Parking space- Number of on-site self-parking and valet parking if available, per Section 3.7.
4. Number of lodging rooms available for attendees, per Section 3.7.
5. Number of bathroom stalls available in meeting space, per Section 3.7.
6. Specify if your facility provides coat racks or coatroom service, per Section 3.7.
7. Turnaround time if using the same room for General Session and meals, per Section 4.1.
8. Confirm that your organization will abide to the Safety and Security requirements, per Section 4.7.
9. Ground Transportation, per Section 3.7.1.