

**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
REQUEST FOR QUOTES (RFQ)  
Exhibit Booth Services**

## **Purpose**

The New Jersey Department of Community Affairs (DCA) hereby solicits quotes from qualified vendors to provide exhibit booth services.

The intent of this RFQ is to award a contract to one responsible vendor whose proposal conforms to the requirements set forth herein and is most advantageous to the State, price and other factors considered.

## **Scope of Work**

### **Overview**

DCA is seeking proposals for a trade show exhibit booth. The Department currently uses three separate 10x10 fabric panel displays and is open to maintaining that format or an alternative configuration of equivalent footprint.

### **Requirements**

#### *Structure & Format*

- Three (3) 10x10 fabric panel displays, or equivalent modular configuration
- Lightweight construction — easy for 1–2 people to set up without tools
- Fabric graphics with vibrant, print-ready color output
- Modular design that allows panels to be used independently or together

#### *Lighting*

- Integrated LED lighting (backlit fabric panels preferred)
- Battery or low-voltage options acceptable; must be trade show compliant

#### *Technology*

- At minimum, one panel or component should support a digital display (monitor mount or integrated screen)
- Optional: wireless charging, interactive touchscreen, or built-in media player capability

### *Travel Cases*

- Wheeled travel cases included for all components
- Cases must meet standard airline or freight shipping dimensions
- Padding and organization for safe transport of hardware and fabric panels

### *Standalone Pop-Up Panel*

- One (1) smaller pop-up fabric display for use independent of the main booth
- Lightweight and quick to set up — suitable for tabling events, press briefings, or smaller conferences
- Matching or complementary design to main booth
- Includes wheeled travel case

### **What to Include in Your Proposal**

- Itemized pricing
- Product specs and weight per component
- Setup time estimate
- Warranty and replacement graphics pricing
- Lead time from approved artwork to delivery
- Portfolio of previous work, including any projects completed for the State of New Jersey or other government agencies

### **Mandatory Compliance Documentation**

All submissions must include completed mandatory compliance forms. The documents can be found at: <https://www.nj.gov/treasury/purchase/forms.shtml>, under the following headings:

- Vendor Forms Required For All Proposal Submissions,
- Vendor Forms Required For Solicitation-Specific Proposal Submissions,
- Vendor Forms Required For Contract Award, and
- Vendor DPA and Waiver Forms.

In addition to the mandatory compliance forms, prospective vendors must supply a copy of a valid New Jersey Business Registration Certificate, proof of affirmative action compliance demonstrated by a federally approved or sanctioned Affirmative Action program or a New Jersey Certificate of Employee Information Report issued by the Contract Compliance and Audit Unit, and a copy of a current Certificate of Insurance that provides the liability limits outlined in the State of New Jersey's Standard Terms and Conditions. Failure to submit required forms and documents may result in proposal rejection.

In addition, prospective vendors should register through the NJSTART Vendor Portal, which can be accessed at: <https://www.njstart.gov/bsol/>.

The Department reserves the right to conduct interviews, request clarifications, or seek best and final offers, as permitted under applicable procurement regulations.

## **Evaluation criteria**

Proposals will be evaluated in accordance with the following criteria:

- Quality and relevance of portfolio
- Demonstrated experience and qualifications
- References
- Cost proposal
- Overall responsiveness to RFQ requirements

## **Award**

This RFQ will award up to \$20,000 total, inclusive of graphics, lighting, technology components, and travel cases, to the vendor whose proposal is determined to be most advantageous to the State, price, and other factors considered.

The Department reserves the right to reject any or all proposals, waive minor irregularities, and cancel or amend this RFP as deemed necessary in the best interest of the State.

## **Submission instructions**

Proposals must be received no later than:

Date: June 22, 2026

Time: 5 p.m. EST

Submissions must be delivered electronically in PDF format to: [njdcacomm@dca.nj.gov](mailto:njdcacomm@dca.nj.gov).

Late submissions will not be accepted.

## **General conditions**

- All materials created by the vendor for the State of New Jersey is work made for hire and will be the property of the State of New Jersey, with full legal ownership of the materials.
- The contractor shall comply with all applicable federal and State laws and regulations.
- The contract is subject to appropriation of funds.

- The contractor shall not subcontract work without prior written approval of DCA.