Duquesne University Women’s Guild

2019 Gallery of Gifts Holiday Vendor & Craft Show

Event Dates: Thursday and Friday, November 14 and 15, 2019 (this is a two day event)
Time: 9:30 a.m. to 3:00 p.m. Vendors may arrive at 8:00 a.m. to begin set up
Location: Duquesne University, Student Union, Locust Street, Pittsburgh, PA 15282
Deadline: Registration/Payment Deadline - Friday, October 11 (price increases by $10 after 10/11/19)

Cost: 
- LOWER LEVEL (atrium, near Starbucks/ATMs) - $75 per table
  $15 for parking 2 days in University Garage
- UPPER LEVEL (near information desk) - $50 per table
  $15 for parking 2 days in University Garage

Includes 6 ft. table, 2 chairs, locked room to store products overnight (must move items to room). Please bring your own dolly to transport your products and your own tablecloths.

NEW THIS YEAR! Based on feedback we received from our vendor survey, we are asking each vendor to make a product donation (or gift certificate donation). We will be providing tickets to you to give to customers who spend $25 or more at your table (1 ticket/$25 spent). They will then be able to enter raffle(s) for products! Note: These tickets cannot be used for the Women’s Guild Loaded Christmas Tree.

Proceeds benefit an endowed scholarship fund for students with financial need.
Visit our website: http://www.duq.edu/womens-guild/ and Like us on Facebook!
Questions: Contact Denise Sciulli at sciulli@duq.edu or 412-396-6063.

Selection of vendors will be made at the discretion of the “Gallery of Gifts” Committee. Table space will be assigned based upon order of paid applications. Note: Only one vendor per direct sales company; registration fee is non-refundable. If you are unable to attend after registering, please try to get someone else from your team to attend and let us know of the change. Table location will be assigned in order of paid applications and will also be based on keeping distance between “similar” vendors.

Please return application with full payment, including parking fee to:
Duquesne University
C/o Denise Sciulli
511 Administration Building
Pittsburgh, PA 15282

Company Name_________________________________________________________
Contact Name_________________________________________________________________
Address_______________________________________________________________________
Phone number_________________________ Email address__________________________
Description of items to be sold:_________________________________________________________________________________________________

Do you need an Electrical outlet? Yes___ No___ very limited and assigned in order of paid applications

I understand and acknowledge that my participation in the Duquesne University Women’s Guild Gallery of Gifts Holiday Vendor Show and Craft Fair (the “Event”) involves risks to me, and anyone who accompanies me to the Event and/or to my property. Examples of these risks are injuries or conditions including, without limitation, theft of my property, damage to my property, and physical injury to myself and/or those who accompany and participate in this Event with me. I choose to voluntarily participate in the Event with full knowledge that the event may be hazardous to me, and/or anyone who accompanies me, and/or my property.

In consideration of the opportunity to engage in the Event, and for the services, facilities, equipment or other things provided to me by Duquesne University, I (Vendor) agree to hold harmless and indemnify Duquesne University, its officers, directors, agents, employees, students and/or volunteers from any and all injuries, losses and/or damages to self or personal property resulting from my participation in the Event. I understand and agree that I am responsible for carrying my own liability insurance.