



**DEPARTMENT OF VETERANS AFFAIRS**  
825 Philadelphia St · Courthouse - 2nd Floor · Indiana, PA 15701  
Office (724) 465-3815 · Fax (724) 465-3991  
[www.indianacountypa.gov/departments/veteran-affairs/](http://www.indianacountypa.gov/departments/veteran-affairs/)  
**DIRECTOR - Jessica Walker · SECRETARY - Amelia Nelson**



May 1, 2025

Dear Community Supporter,

We invite you to join us in supporting the **Indiana County Veteran Expo & Stand Down Day**, a vital event dedicated to honoring and assisting the Veterans in our community. This impactful event will take place on **November 7-8, 2025 from 9:00 am to 4:00 pm at the Kovalchick Convention and Athletic Complex**, bringing together Veterans and their families with essential resources, services, and opportunities.

Indiana County is home to approximately 5,300 Veterans, many of whom face challenges such as accessing healthcare, securing employment, and finding stable housing. The Veteran Expo & Stand Down Day is designed to provide direct assistance in these areas while fostering camaraderie and a sense of belonging. Veterans attending the event will have access to healthcare screenings, job opportunities, housing assistance, and other vital services. Additionally, we will distribute essential supplies such as coats, gloves, and hygiene items to at-risk Veterans to ensure they have the necessities to stay warm and healthy.

As a valued community partner, your participation would be instrumental in helping us serve those who have served us. Whether by providing resources, sharing expertise, offering employment opportunities, or contributing essential supplies, your involvement will make a meaningful difference. This event is a unique opportunity to connect with Veterans, network with other service providers, and demonstrate your organization's commitment to supporting those who have sacrificed for our country.

In addition to attending as a vendor, we kindly ask that you consider donating by contributing a door prize to help make this event even more special for our Veterans. Your generosity will be greatly appreciated and will further enhance the experience for those in attendance.

For those vendors traveling from a distance, information about discounted block rooms for the Hilton Garden Inn (adjacent to the venue) will be provided at a later date.

To confirm your participation, please complete the attached **Vendor Information Sheet** and return it by **August 31, 2025**. If you have any questions or require further information, feel free to contact us.

Thank you for considering this opportunity to give back to our local Veterans. We look forward to working together to make this event a success.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Walker".  
Jessica Walker  
Director



# VENDOR INFORMATION FORM

**INDIANA COUNTY  
VETERAN EXPO & STAND DOWN EVENT  
November 7-8, 2025  
Kovalchick Convention and Athletic Complex**

**VENDOR INFORMATION:**

Agency/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**SERVICES PROVIDED:** \_\_\_\_\_

\_\_\_\_\_

**EQUIPMENT INFORMATION:**

- One standard 6-foot rectangular table, linen, and two standard event chairs will be provided
- Please bring agency/organization table covering (if preferred)
- Additional requests:

Electrical Outlet Required?

☐ Yes (bring extension cord) ☐ No

Special Requests:

☐ Yes (list below) ☐ No

\_\_\_\_\_

\_\_\_\_\_

**DOOR PRIZE DESCRIPTION:** \_\_\_\_\_

**MARKETING INFORMATION:**

- Please email a high-resolution business logo to [jwalker@indianacountypa.gov](mailto:jwalker@indianacountypa.gov) for promotional materials.

Please submit completed form via email by August 31, 2025 to [jwalker@indianacountypa.gov](mailto:jwalker@indianacountypa.gov) or

By mail to:  
Indiana County Department of Veterans Affairs  
825 Philadelphia Street  
Second Floor, Courthouse  
Indiana, PA 15701