



## 5th Annual Flea Market & Vendor Expo INFORMATION

Please read the following information carefully.

**LOCATION:**



497 E. Pike Rd.  
Indiana, PA 15701



**DATE:** Saturday, April 26, 2025

**TIME:** 9:00a.m. to 3:00p.m.

The Flea Market & Vendor Expo is an annual charity fundraiser hosted by Diamond Drugs, Inc. benefiting the Angels' Wings Program, which provides free winter coats to children and gift assistance to eligible Indiana County individuals and families in need and US Military Veterans (as a thank you for their service!). Each year the program spreads a little bit of hope and joy to hundreds of individuals in our community.

This is an event to raise money for charity. There will be no refunds.

**REGISTRATION FEES\* (based on space size selected):**

- Regular - \$25 to \$45
- Current Angels' Wings Volunteer/Diamond or ICCAP Employee - \$20 to \$40

Registration fees go directly to Angels' Wings to purchase gifts for Indiana County residents in need during the holiday season. Follow the Angels' Wings program on Facebook or visit our website [www.angelswingsprogram.com](http://www.angelswingsprogram.com) for more information.

**Registration Form and Payment should be submitted by April 14. Vendor spots are issued on a first come, first serve basis.**

**Vendors have a choice to view our venue floor plans and register for a preferred booth selection by going to:**

<https://www.eventleaf.com/e/AngelsWingsExpo> Selecting a preferred booth space is not registering for the Expo; you must make sure you complete and submit the registration application.

We will only permit one vendor per company (i.e., one Avon vendor, one Pampered Chef vendor). Approval will be on a first-come, first-serve basis. Should you submit registration/payment, and we already have your company/product signed up, you **will** receive a refund and will be placed on a waiting list should space become available.

Each accepted vendor will be given a designated space, at whichever size is selected on the registration form, to display your items. Registration covers the selected space only; you will either need to bring your own table(s) and chair(s) with you OR choose to rent a table(s) from us. Each rented table will come with two free chairs, if you would like them.

Electricity is not provided. If electricity is needed to operate your booth/display, please indicate so on the registration form. There will be an additional fee for electricity to be provided.

The venue does not have AC and while it is usually cool inside in the spring, battery-operated fans are encouraged in case it gets a little warm once attendance picks up.

All vendors must sign acknowledging they understand and agree to Diamond's liability release statement.

**SETUP/TEAR DOWN:**

You have a choice of when you would like to setup your booth and we would like you to indicate your preference on the registration form.

Early setup the day before the event will be from 2:00p.m. to 6:00p.m. Setup begins at 7:00a.m. on Saturday, April 26. You will be permitted to pull up closer to the building to unload and then you will need to park your vehicle in the vendor area, which will be provided to you.

Vendors must stay for the entirety of the event unless prior arrangements have been made with Event Organizers. Tear Down will begin at 3:00p.m.

Table assignments and setup reminders and instructions will be emailed to vendors approximately one week prior to the event.

**OTHER INFORMATION:**

This is a family-friendly event and all vendors and attendees are expected to conduct themselves in a well-behaved, civil, respectful manner.

If you are bringing children with you, they must always stay with their parent or guardian.

Pets, except for service animals, are not permitted.

Food trucks will be outside and available all day for you to purchase from should you want to. There will be tables and chairs inside the lobby if you would like to take a break and eat lunch there. If you eat at your booth, please be careful not to spill any food or drink on the turf. You are responsible for anything that gets spilled.

The sale or promotion of the following items are strictly prohibited: alcohol, illicit drugs, x-rated adult items, weapons, illegally copied or stolen items. Event coordinators reserve the right at any time to deny participation to any vendor and/or prohibit the sale of any additional item(s) deemed inappropriate.

Alcohol and use of an open flame are not permitted.

Vendors are not permitted to sell food or drink items at their tables unless approved by Event Coordinators.



## 5<sup>th</sup> Annual Flea Market & Vendor Expo

### REGISTRATION FORM

Contact Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

#### REGISTRATION:

Please select which best describes your booth:

Flea Market Items       Crafts/Collectibles/Independent Business

Please provide a description of your business/service and list the type of items you sell:

#### REGISTRATION FEE (non-refundable – fee is for the space ONLY; tables and chairs are a separate fee if needed)

Regular                       10' x 10' space (\$25)       10' x 20' space (\$35)       10' x 30' space (\$45)

Volunteer/Diamond Employee     10' x 10' space (\$20)       10' x 20' space (\$30)       10' x 30' space (\$40)

#### ADDITIONAL FEES (non-refundable)

##### Tables/Chairs:

I will bring my own table(s)

I will bring my own chair(s)

Please provide me with the following items:

\_\_\_\_\_ Table(s) @ \$10.00 per table = \_\_\_\_\_ Total

\_\_\_\_\_ Chair(s) (two chairs are provided for FREE per one table rental – please indicate if you want less than the amount we would provide with the table rental (i.e. You rent three tables, but only need two chairs instead of six)).

\_\_\_\_\_ Chair(s) @ \$5.00 per chair = \_\_\_\_\_ Total (\$5 fee if only a chair (and no table) is rented or if you need extra)

**Electricity** – Electricity is NOT provided nor available unless requested. There will be a \$20 fee if electricity is needed.

Please indicate your need below:

No, I do not need electricity for my booth

Yes, I will need electricity to run my booth =   \$20   Total



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### REGISTRATION FORM

**PREFERRED BOOTH SELECTION (not required)** <https://www.eventleaf.com/e/AngelsWingsExpo>

Yes, I will go online to select my preferred spot

No, I do not wish to select a preferred spot

#### PROMOTION/MARKETING

To promote your participation in our event, please enclose or email us pictures we can share of your products or items for sale. Pictures can be emailed to [fleamarket@diamondpharmacy.com](mailto:fleamarket@diamondpharmacy.com).

Business Website/Etsy Shop Link: \_\_\_\_\_

Do you have a business account on:  Facebook  Instagram

Would you be willing to hand out event cards or fliers to promote our event at your upcoming shows or to your family and friends?  Yes  No If yes, how many would you like and we will mail them to you: \_\_\_\_\_

Please follow Angels' Wings on Facebook and select "Going" to our Facebook event. Please like our posts and share the event/posts to extend our reach on social media. Thank you! 😊

#### SETUP

Setup reminders and instructions will be sent to you via email at least one week prior to the Expo.

I prefer:

Day Before Setup (Friday, April 25 – 2:00p.m. to 6:00p.m.)\*

Event Day Setup (Saturday, April 26 – 7:00a.m. to 9:00a.m.)

*\*Setup the day before the event is at the discretion of the Venue and is subject to change.*

#### HOTEL DISCOUNTS

We have worked closely with local Indiana County hotels to offer our vendors, and anyone they are bringing with them, discounted room rates should you want to stay locally the night before or after our Expo. We will send discount details with your registration confirmation email. There is a lot to do in Indiana County and we encourage you to spend some time here if you can! A list of events and things to do can be found on the Indiana County Tourist Bureau website at [www.visitindianacountypa.org](http://www.visitindianacountypa.org).

**Total Amount Due (registration fee plus additional fees) = \_\_\_\_\_**

**Payment is\*:  Enclosed  Being mailed in  Being dropped off**

*\*Please make sure to include the contact person's name so we can match payments accordingly.*



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### REGISTRATION FORM

Registration Forms and payment must be received **before 5:00p.m. April 14**, and can be submitted by:

- Registering online at <https://www.angelswingsprogram.com> and then mailing in or dropping off the total amount due (cash or check).
- Emailing a completed form to [fleamarket@diamondpharmacy.com](mailto:fleamarket@diamondpharmacy.com) and then mailing in or dropping off the total amount due (cash or check).
- Checks can be made to ICCAP with “Angels’ Wings Flea Market” denoted on the memo line.
- ICCAP is a registered 501(c)(3) non-profit organization and holds the funds for Angels’ Wings.
- Dropping off the completed form and payment at the address below Monday-Friday 9:00a.m.- 4:00p.m.
- Mailing the completed form and payment.  
**Diamond Pharmacy Services**  
**Attn: Courtney Adams**  
**645 Kolter Drive**  
**Indiana, PA 15701**
- Questions? [fleamarket@diamondpharmacy.com](mailto:fleamarket@diamondpharmacy.com) or 724.349.1111 x 1036

#### ACKNOWLEDGEMENT & LIABILITY RELEASE STATEMENT

I, \_\_\_\_\_, have read, understood, and agree to all of the terms and conditions listed herein on this 5<sup>th</sup> Annual Flea Market & Vendor Expo Information Packet & Registration Form.

I further acknowledge that this event involves inherent risks, hazards and conditions that may be dangerous to life, limb and property and that can arise in an incalculable variety of unforeseeable or foreseeable ways which may include (as examples, but not necessarily as a complete list) the following: The possibility of contracting COVID-19 from another Vendor or attendee, other threats to life and limb, such as the possibility of slipping and falling. THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS RELEASE AND COVENANT NOT TO SUE IN ITS ENTIRETY AND VOLUNTARILY SIGNS SAME, without reliance on any representations, statements or inducements, express or implied, made by any party whomsoever.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date