



TO: Baltimore County Government Departments

FROM: Nancy Hafford
Executive Director
Towson Chamber of Commerce, Inc.

RE: 52nd Annual Towsontown Spring Festival, May 4th & May 5th, 2019

Good Morning!

I am enclosing a registration form for the **2019 Towsontown Spring Festival** including the rules and regulations for all vendors and Baltimore County displays. The Festival Committee is delighted to offer once again, free 10' x 14' spaces, for all Baltimore County departments to use for informational purposes. We believe our festival provides an opportunity for your department to distribute valuable information to the residents of Baltimore County.

However, since our event is growing each year and we typically turn away dozens of paying vendors, we only ask that you provide adequate staff on both days for the entire hours of the festival. Unfortunately, a number of departments chose not to occupy their areas for the full hours of the activities last year, consequently leaving large spaces in our streets. The festival hours are 10 a.m.-8 p.m. Saturday & 1-6 p.m. Sunday. Participation must include both days of the Festival. Displays must be manned both days. Failure to do so will force the Committee to reevaluate participation permission for 2020. Please keep that in mind when requesting volunteers for your space.

We are providing 10x10 foot pop-up tents again this year, for a fee. If you wish to rent a tent for \$100 for the entire weekend, they will be installed at your space prior to your arrival on Saturday and removed on Sunday after you leave. Please include the fee with this application as we would prefer to give your agency top priority and all tents are sold early in the registration process. Tables and chairs are provided by Baltimore County Building Services - not the Festival Committee. If you request tables or chairs on the registration form - they will be delivered to your space by 8:00 a.m. Saturday and 11:00 am on Sunday by Baltimore County - not the Festival Committee.

If you have any special requests for reserving a space in a certain area, please contact our office at 410-825-1150 within the next week so we can accommodate your needs.

Finally, if your department plans to participate, please return the enclosed registration form to our office by **February 16, 2018**. We are looking forward to a very exciting festival and hope you will join us.

Sincerely yours,

A handwritten signature in black ink that reads "Nancy Hafford". The signature is written in a cursive style with a large, looped "N" and "H".

Nancy Hafford
Executive Director

Towson Chamber of Commerce, Inc.
44 W. Chesapeake Ave.
Towson, MD 21204
410-825-1150
info@towsnchamber.com



Baltimore County Department Services Registration Form

Please return this form by February 15, 2019 to:

Towsontown Spring Festival
44 West Chesapeake Avenue
Towson, MD 21204
OR
FAX: 410-832-5863
Phone: 410-825-1150

REGISTRATION APPLICATION - BALTIMORE COUNTY DEPARTMENTS

(SPACE PROVIDED COURTESY OF THE TOWSONTOWN SPRING FESTIVAL COMMITTEE -- PLEASE NO SELLING DISTRIBUTING FOOD)

DEPARTMENT: _____

PERSON TO BE CONTACTED: _____

MAILING ADDRESS: _____

PHONE: WORK: _____ CELL: _____

TYPE OF EXHIBIT: _____

INFORMATION FOR BALTIMORE COUNTY BUILDING SERVICES:

TABLES: HOW MANY? _____

CHAIRS: HOW MANY? _____

TABLES & CHAIRS ARE PROVIDED BY THE BY BALTIMORE CO. GOVERNMENT BASED ON THE ABOVE REQUESTS

THE SPACE PROVIDED DOES NOT INCLUDE TENT RENTAL OR ANY ELECTRICITY
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OPTIONAL: RENT a 10'X10' TENT: YES! _____ \$100.00

PAYMENT METHOD (Please check one): ☐ Check ☐ Cash ☐ Credit Card*

*If paying via credit card, a 3% service fee will be added to your total.
To make a credit card payment, call 410-825-1150

PAYMENT FOR TENT MUST ACCOMPANY APPLICATION

DEADLINE: February 15th 2019