



**TO:** Baltimore County Government Departments

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

**RE:** 55<sup>th</sup> Annual Towsontown Spring Festival, May 4 & May 5, 2024

Good Morning!

I am enclosing a registration form for the **2024 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 in previous years, 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 2025. 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 410-825-1144 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 17, 2024**. We are looking forward to a very exciting festival and hope you will join us.

Sincerely yours,

Nancy Hafford  
Executive Director

Towson Chamber of Commerce, Inc.  
44 W. Chesapeake Ave.  
Towson, MD 21204  
410-825-1150  
[info@townchamber.com](mailto:info@townchamber.com)



## Baltimore County Department Services Registration Form

*Please return this form by February 17, 2024 to:*

**Towsontown Spring Festival**  
44 West Chesapeake Avenue  
Towson, MD 21204  
OR  
EMAIL  
calixta@towsonchamber.com 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

**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 410-825-1144

PAYMENT FOR TENT MUST ACCOMPANY APPLICATION

**DEADLINE: February 17, 2024**