



Dear Prospective Small Business Vendor:

Thank you for expressing an interest in being a Small Business Vendor for the 2026 Annual LifeFest (ALF) which will be held on **Saturday, April 04, 2026 from 12pm - 6pm**. The festival will take place in downtown Baton Rouge at the Rhorer Plaza, located at 222 North Blvd. on the lawn of city hall (approx. 2,500-3,000 attendees).

Please find application enclosed to apply for recognition as a 2026 Annual LifeFest registered Small Business Vendor. **Fill out the application completely, attach deposit and return to the following address:**

2026 Annual LifeFest Planning Committee
Atten: ALF Production Coordinator
412 N. 4th Street, Suite 100-A
Baton Rouge, Louisiana 70802

The deadline for all ALF Small Business Vendor Applications is **Friday March 27, 2026**. Once your application is received, we will inform you of your acceptance, or non-acceptance as soon as possible. In the event you are chosen to be a small business vendor, you will then receive your permit, cite map, and sales tax forms.

If you have any questions, please feel free to contact our office at (225) 960-4786 or email us at:
BusinessVendor@AnnualLifeFest.com

REGISTRATION REQUIREMENTS:

❖ **The ALF Vendor Fee for Small Business Vendors:**

The ALF Vendor Fee is **\$100.00** per **Small Business Vendor**, and will be designated as follows:

- **\$100 Vendor Deposit Fee (monetary):** To be submitted with your application

Payment is required at the time of application. No space will be reserved until payment is received.
A list of all items to be sold **MUST** be listed on the application. No commission is charged on sales.

PLEASE NOTE: If you are **not accepted** as a Small Business Vendor for the 2026 Annual LifeFest, your deposit will be refunded. **No refunds will be made for cancellation or inclement weather (no exceptions).**

OPERATING REQUIREMENTS:

•**Small Business Vendors must have everything they need to operate. Electricity, Water, Tents, etc. will not be provided.** Electricity is **ONLY** available to food vendors. You are required to keep your area free of debris and to dispose of your cardboard boxes.

•**One registered Small Business Vendor per space (no exceptions).** Two businesses may **not** share a space.
Due to the increasing wait list for vendor booth spaces, businesses are limited to only one space each.

•**Booth spaces are 10'x10'.** Exhibitors must confine themselves, their wares and equipment to their assigned space. You may purchase additional spaces if available. Demonstrations are encouraged but must be conducted within your booth space. Vendor must provide own tent (no bigger than 10'x10'), display rack, etc. as needed.

Each Vendor will only be provided 1-Table and 2-Chairs by the festival.

All vehicles must be off the festival grounds by 11:00 a.m. on the day of the festival. **This will be strictly enforced.**

PLEASE NOTE: At the end of the event, your assigned area will be thoroughly inspected, and failure to clean your area appropriately will disqualify you from participating as a Business Vendor at all future Annual LifeFests.

DEADLINE REQUIREMENTS:

Deadline for the acceptance of Small Business Vendor applications is **Friday March 27, 2026**. Reservations will be confirmed upon decision of Vendor Committee. In order for the committee to consider your application as an Official Small Business Vendor for the 2026 Annual LifeFest, the following items are necessary:

- Completed Small Business Vendor Application Form
 - Include pictures of your display tent, and a picture of your products, crafts, or items to sell.
- \$ 100.00 Vendor Fee (Money order or cashier's check ONLY).
 - You may also charge your vendor fee by Visa/MasterCard with an additional service charge of \$3.00.
 - **Personal checks will not be accepted.**

Copyrighted Items and Contracts Exclusives:

The Annual LifeFest and the Abundant Life Christian Center of Baton Rouge has sole legal ownership and copyrights for the following phrases:

- "The Annual LifeFest"
- "Annual LifeFest"
- "LifeFest"

No person, people, group, vendor, business, company, association, organization, social club, church, church group, or any other entity will be allowed to use or sell any items with the above copyrighted phrases printed on them, without the expressed written permission of Abundant Life Christian Center of Baton Rouge.

We will strictly adhere to this policy.

SET UP TIMES AND REQUIREMENTS:

The Annual LifeFest Date and Times: *Saturday, April 04, 2026 (12pm - 6pm)*

Set up begins at **6:00 am** on Saturday morning of the festival. We will be setting up the Small Business Vendor stations, each with a pre-determined, assigned spot/station in the area that will be referred to as **"VENDOR VILLAGE."**

If you choose to leave you may have to wait until the Baton Rouge Police clear the crowd from the festival area and open the streets. No parking of vehicles, etc. or setting up allowed on Friday for safety reasons, as some of our Annual ALF Coordinators may be busy setting up their areas until late Friday evening. Saturday morning is dedicated to setting up vendors. ***Please do not call or show up on Friday asking if you may set up.***

You are required to have all vehicles off the festival grounds by 11:00 AM on Saturday morning. You will **not be allowed to drive your vehicles back in to load up (if necessary) until 30 minutes after the Baton Rouge Police have cleared the crowd from the festival grounds.** This policy will be strictly adhered to with NO EXCEPTIONS.

These regulations are set to insure the safety of our festival guests.

TAX AND SALES REQUIREMENTS:

Vendor must collect appropriate state, parish, and local sales tax (if applicable), and remit payment to the appropriate tax office. Tax forms will be mailed. More information about cultural district sales tax exemptions can be found at www.crt.la.gov.

PLEASE RETURN THIS PAGE ONLY

The 2026 Annual LifeFest

Small Business Vendor Application Form
Rhorer Plaza



PLEASE PRINT CLEARLY

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone Number: () _____ - _____ Email Address: _____

Website Address: _____

Please list and describe all products, services, crafts, or items you wish to sell and pricing:
(Note: We do not wish to duplicate businesses in an effort to accommodate festival goer's and be fair to all vendors.)

Name/Description: _____ Price:\$ _____

Name/Description: _____ Price:\$ _____

Name/Description: _____ Price:\$ _____

Name/Description: _____ Price:\$ _____

Name/Description: _____ Price:\$ _____

Name/ Description: _____ Price:\$ _____

Check appropriate box:

- Checks enclosed (payable to: NEW HEIGHTS BMC Holdings, LLC (Write "ALF Vendor" in the MEMO line)
- Send virtual invoice to my email address _____
- Please charge my credit card (Visa/Mastercard/Discover) Receipt will be sent to your email address.

Please charge to my VISA or MASTERCARD Amount: \$ _____ (Fee + 3.00 charge)

Name of Card Holder: _____

Account Number: _____

Exp. Date: ____/____/____ CVV: _____ (3 digits on back) Billing Zip code: _____

By signing this application, I attest and acknowledge that I understand and agree to abide by all ALF prescribed rules and guidelines contained herein. I understand that I will be charged on the date of acceptance of my business vendor application. I understand that in the event that I cannot attend, if canceling, or inclement weather, I will not receive a refund (no exceptions).

Signed: _____ Date: ____/____/____



THE 2026 ANNUAL LIFE FEST

ADDITIONAL SMALL BUSINESS VENDOR GUIDELINES

PLEASE RETAIN ALL OTHER PAGES FOR YOUR RECORDS

PLEASE NOTE: At the end of the event, your assigned area will be thoroughly inspected, and failure to clean your area appropriately will disqualify you/your business from participating as a Small Business Vendor at all future Annual LifeFests.

PHOTOGRAPHY & PROMOTION:

Small Business Vendor agrees to allow the use of any and all video and photography taken at the event by the ALF Festival Organizers for any and all marketing, advertising, and promotional purposes, for perpetuity. Any photos and videos taken by the event are the property of the Annual LifeFest (ALF) Gospel Festival.

PAYMENTS & FEES:

- ❖ Small Business Vendor Fee – \$100 Fee to secure space at the festival. (per space: \$100 deposit)
 - **\$100 Vendor Deposit Fee (monetary):** Submitted with your application to reserve/secure a space.
- NSF Fee – \$35 fee will be assessed for any checks with insufficient funds or returned for any reason.
- Failure to submit payments on time may forfeit your space in the Annual ALF.
- Spaces are assigned on a first come – first registered/paid/selected basis.
- Payment Options: Check, pay by phone, virtual invoice, credit card, online payment.

SPACE:

- Small Business Vendor will abide by the Annual ALF EVENT Staff requirements regarding location(s).
- The Annual ALF EVENT reserves the right to change a Vendor's location at any time.
- Small Business Vendor will provide all required equipment for operations and sales.
- Small Business Vendor frame signs cannot extend further than 3 feet from façade of booth.
- Small Business Vendor is liable for any injury or damage caused by signs.

LOAD-IN & SET-UP:

- All Small Business Vendors are required to check-in at festival registration location prior to loading-in and setting up. Festival Registration Information will be provided via email no later than the Monday prior to the festival. Without proper credentials Small Business Vendors will not be allowed to access festival grounds to set-up.
- Check-in is between 8:00 a.m. and 9:00 a.m. Sat morning.
- Small Business Vendors must be set-up by 11:30 a.m., open by 12:00 p.m. and remain open until 5:30 p.m.
- Small Business Vendors must claim their assigned festival space no later than 10:00 a.m. on the morning of Saturday April 04, 2026, or it may be forfeited.
- Small Business Vendors must be present and open for business during ALL festival hours.

VEHICLES:

No vehicles are allowed on Rhorer Plaza grounds (grass, brick pavers) except on designated access and unloading/loading points. The prohibited vehicles include, but are not limited to, pickup trucks, golf carts, gators, and ATVs. Vehicles are only allowed to drive on the Third Street Extension bridge and City Hall Front Porch. Vehicle access to the southern end can be attained through the River Center Box Office via St. Louis Street. If needed, a load -in and load-out plan must be discussed with the Annual ALF Production Coordinator prior to the event.

CLEAN-UP AND PARK DAMAGE:

All Small Business Vendors are responsible for removing debris and ensuring the general cleanliness of their area. Each Vendor is responsible to see that no damage or harm comes to the landscaping, fixtures, public art, or any other features of the Rhorer Plaza property. The Annual LifeFest requires that each ALF Small Business Vendor returns the property in the exact condition under which the Vendor found the property prior to event set-up.

All trash, signage, equipment, other debris, or any other physical evidence that a special event took place must be removed from Rhorer Plaza immediately following the event. Pressure washing the paved surfaces will be required to clean up spills and/or sidewalk chalk.

WEATHER:

The Annual LifeFest will take place rain or shine. Small Business Vendor Applicants agree to be present despite weather conditions. Each participant is responsible for preparing their displays to withstand weather fluctuations including rain and wind.

Legal

SMALL BUSINESS VENDORS ARE INDEPENDENT CONTRACTORS:

Small Business Vendors execute this Agreement as independent contractors and shall at all times have complete supervision, direction, and control over the services to fulfill requirements.

Each Small Business Vendor execute this agreement as an independent contractor, and not as an employee of the Annual LifeFest (ALF EVENT).

Each Small Business Vendor will assume responsibility for appropriate payment of payroll taxes and charges under applicable federal and local law.

Each Small Business Vendor agrees to take complete responsibility for paying the appropriate federal and state taxes as independent contractors.