Totally Rad Vintage Fest Vendor Agreement

Updated Ocotber 2026
Please read carefully. All Vendors must review and agree to the following:

Approved Items:
We book vendors that sell vintage products, including clothing, accessories, toys, records, video games and consoles, comic books, trading cards, furniture, VHS tapes, home goods, collectibles, and more. Email us at hello@totallyradvf.com if you have a question about approved items.

Prohibited Items:

We do not accept:

- MLM (Multi-Level Marketing) vendors
- Food vendors
- Beverage vendors
- Franchise vendors
- Bulk vendors

The following items are prohibited from being sold inside Totally Rad:

- Weapons, including knives, guns, or replicas
- Federally regulated substances, including alcohol, tobacco, and THC
- Fast fashion (e.g., Shein, Forever 21, Cider, etc.), unless items are vintage (at least 20 years old).
- Bootleg or fake vintage items without proper labeling
- Copyrighted or licensed materials without permission or a proper license (this rule does not apply to secondhand goods)
- Any items made with the use of AI

Food vendors' acceptance is dependent on venue rules and regulations. If you are applying as a food vendor, we recommend contacting the venue. If you have any questions, please inquire before the event. Bringing prohibited items will result in removal from the event without a refund and disqualification from all future Totally Rad events.

18+ Materials
Explicit materials must be concealed and out of reach of children. Magazines with explicit content must be closed at all times.

Gambling

Totally Rad does not allow gambling at the event. This includes raffles, games of chance, and betting.

Vendor Application

All vendors are booked through our application process. Vendor applications open when shows are announced. Vendors who qualify for the non-clothing discount will be accepted right away - typically about a week after applilying. *please see non-clothing discount section to see qualifications.

Clothing and accessories vendors will be accepted in a series of waves. Waves are based on several factors including, but not limited to and in no particular order:

- Quality of Product Offering

- Professional Branding and Online Presence

- Professionalism of the vendor and vendor staff before, during, and after the event

- Booth presentation

Clothing and Accessories vendors will be notified that they have been accepted to vend via e-mail. This e-mail will share a date and time that booths will go on sale for their wave, typically a week after notification of acceptance has been sent. Being accepted as a vendor does not guarantee booth space. **Booth space is available on a first come first serve basis. We do not hold booths for accepted vendors.** Booth space can be highly competitive. If you're interested in vending a show we recommend applying early and purchasing your booth space as soon as you are accepted.

Non-clothing discount

To incentivise vendors who do NOT sell clothing to participate, Totally Rad offers a 30% discount on booth rates to vendors whose inventory consists of non-clothing items, such as toys, records, video games and consoles, comic books, trading cards, furniture, VHS tapes, home goods, and collectibles. As of 2027 accessories (hats, purses, jewelry, shoes, bandanas and scarfs) are NOT eligible for the non-clothing discount. To qualify for the discount, non-clothing booths must consist of at least 90% non-clothing items and clearly sell non-clothing items. This means booths purchased with the discount can NOT have more than:

- 1 straight clothing rack in a 12x12 single
- 2 straight clothing racks in a 24x12 double
- 4 straight clothing racks in a 25x25 quad

Round Circle Racks will count as 2 straight clothing racks. Vendors who purchase clothing booths are welcome to bring non-clothing items. Vendors who do not comply with these guidelines will be documented and excluded from future Totally Rad events without refund.

Booth Information

All booth items, including tables, chairs, and racks, must remain within your designated space and behind the boundary at the front of your booth. Do not place items in the walkway. If your setup extends beyond the line, staff will ask you to adjust it. Walkways must be kept clear to comply with Fire Marshall and ADA guidelines. If you have questions about your booth space, the Totally Rad staff is happy to help! Vendors are expected to remain at their booth or have someone assigned to watch it for the entire event. Sometimes, venue features may intrude on your space. If this happens, contact Team TR for help.

Booth Sizes Available

Single Booth - 12'W x 12'D

Double Booth - 24'W x 12'D

Quad Booth - 25'W x 25'D

Booth Sharing:

Only approved vendors are permitted to sell inside Totally Rad. Vendor applications are approved AS IS. Vendors who wish to share a booth with a vendor must receive written approval from Team TR via email. For best results, vendors should seek approval for booth sharing before the booth purchasing process by either

1) applying together

2) emailing for approval.

Vendors who are sharing a booth should include both vendors; names during the booth purchasing process.

Any sharing requests made after booth purchase must be submitted via email for written approval at least 3 weeks before the event. Any vendor found sharing without proper approval will be removed from all future events without refund

Additionally, Sharing payment links is not allowed and will result in a refund and removal from ALL Totally Rad events. Vendors must wait for approval for each event. Only after getting an approval email with the payment link may vendors purchase booth space. Any vendor who purchases before approval or shares their payment link will be removed and banned from future Totally Rad events.

Info Emails

Team TR will share all vendor information, including but not limited to load-in instructions, vendor placement, parking directions, Wi-Fi information, marketing graphics, comp tickets, and badges, via a series of emails leading up to the event. We will compile and resend all information the week of the event. Please read this email completely and thoroughly before arriving on site.

Load In:

Load-in takes place the day before the event, from 12:00 – 7:00pm, and the day of the event, 6:30am – 8:00am. Your booth must be set up and ready for Early Bird Shoppers at 8:30am. All vendors must visit the check-in table to collect badges, required tax info, and anything else they might need. The check-in table is located at the load-in location. The check-in table closes at 8:15 am. If you experience an emergency that may delay your arrival, please contact us by email or social media to coordinate your check-in. All vendors are expected to check in by 8:15 am. Any vendor who has failed to check in or contact staff by 8:20am on show day will be considered a “no-call no show” and your booth will be forfeited without refund. Drive-in is available at most venues. See the drive-in section for more.

Load Out

For the safety of all, vendors must stay set up until the show closes at 5pm. Load-out will take place from 5:00 to 9:00 pm on the day of the show. Team TR will provide specific load-out instructions on the day of the show. Please review your info email for sp

Drive-In Venues

Most venues allow vehicles to drive in for load-in and load-out. Safety is our number one priority. Please follow all staff instructions and guidelines regarding driving into the site to ensure we can continue to offer this service. You may be asked by Team TR to move your vehicle during load-in. Please comply when asked to move. Drive-in for load-in is only allowed on Friday. Vendors loading on Saturday will have to hand-carry for load-in. For load-out, please break down your booth to its entirety before retrieving your vehicle.

The speed limit is 5mph while inside the venue. Do not open any garage overhead doors. Please find the Totally Rad Staff to open a door. Vehicles must be turned off while parked inside. We cannot guarantee drive-in access for trailers and large vehicles. If you choose to drive in, you do so at your own risk. If you drive a large vehicle, or haul a trailer of any size, it is recommended to arrive at 12pm on load in day for higher probability of being able to drive up to your booth. Drive-in availability is at TR staff and/or the venue’s discretion.

Please refer to your event specific info email for more details about drive in policies.

Vendor Cancelations

If you cannot attend an event, please let Totally Rad know ASAP! Vendor booths are non-refundable. Vendor booth fees can not be transferred to future Totally Rad events. Subleasing of vendor booths is strictly prohibited. Any vendor who is caught subleasing will be removed from future events with no refund. Emergencies will be handled on a case-by-case basis. If a refund is processed, TRVF will keep $75 as an administrative fee. ANY cancellation made within 7 days of the event will not be subject to a refund. In the event of inclement weather, if the event proceeds as scheduled, no refund will be issued. Refunds due to weather will only be issued if the event is officially canceled. If you do not show up on the day of the event without explanation, you will be removed from future events. Do not sign up if you are not certain you can vend. No-call/no-shows will affect acceptance into future Totally Rad Events.

Vendor Badges

For everyone's safety, vendors and their staff must wear a vendor badge at all times while at Totally Rad. Each booth receives a limited number of badges, available at your booth. If you need more badges, purchase them using the links in the vendor informational e-mails. Follow the instructions in those e-mails to complete your purchase.

Single Booths – 2 Badges
Double Booths – 4 Badges
Quads – 4 Badges

Badges must be worn at all times during load-in, load-out, and event entry.

Comp Tickets

All vendors receive 6 complimentary GA tickets to share with friends/family. Tickets are sent digitally to vendors who complete the comp ticket request form. Comp ticket request forms are sent to all accepted vendors via e-mail prior to the event. Tickets are not guaranteed to vendors.

Amplified Sound

Vendors are not permitted to have any amplified sound during event hours. This includes, but is not limited to, music, microphones, megaphones, and whistles. We do not want to create any abrasive noise, which can be distracting and disturbing to guests and your fellow vendors. Totally Rad will play music on the overhead speakers. Any vendor found with amplified sound during the event will be asked to turn it off. Failure to comply with this rule will result in removal from all future events without refund.

Sales Tax
Vendors are responsible for charging and remitting sales tax where necessary, and each event location may have different requirements. Some locations may require a temporary business permit. Upon acceptance, Totally Rad will share all applicable sales tax requirements with vendors. If you have questions, please contact the Department of Revenue in the state where the event is being held. Compliance with both state and local sales tax laws is required to sell any goods at Totally Rad. Vendors who do not comply with sales tax regulations will be recorded in our files and removed from future events with no refund.

A-hole Free Zone
No one likes an A-hole. Totally Rad Vintage Fest aims to be an A-hole-free zone. Vendors are expected to act in a kind and professional manner during their time at Totally Rad Vintage Fest. This means treating all venue staff, Totally Rad staff, customers, and fellow vendors with kindness and respect. Unacceptable behavior includes, but is not limited to

- Sexual Harassment
- Bullying
- Yelling or other aggressive behavior
- Cursing
- Hate Speech
- Discrimination

If you are unable to be kind and professional, this event is not for you.

Theft Policy
Shoplifting is not tolerated inside TRVF. Most shoplifting cases involve guests not realizing they need to pay at each booth. We ask that vendors approach the situation by asking guests to pay before walking away. If the situation escalates, please call over a security guard or TRVF staff for assistance. While TRVF/Venue staff will do their best, any reports of theft are not guaranteed to recover the stolen item or identify the thief. If you experience a theft, please visit the Totally Rad Merch stand so a member of Team TR can assist.

Vendor Badges
For the safety of our staff, our vendors and our guests, vendors are required to wear their vendor badges at all times.

Vendor Communication

Vendors should contact Totally Rad Staff through official communication channels. Before the event, vendors should email vendors@toallyradvf.com or send a direct message to the Totally Rad Instagram. During the event, please visit our merch table for assistance.

Filming

Filming customers without their consent is not allowed. Any film captured at the event is expected to be made with the consent of those on camera.

Media Consent & Release

By participating as a vendor at Totally Rad Vintage Fest (Twin Cities Vintage Fest LLC), the Vendor grants Twin Cities Vintage Fest LLC and its affiliates permission to capture and use their likeness, including photos, videos, and audio recordings, taken during the event. The Vendor acknowledges and agrees that Twin Cities Vintage Fest LLC may use such media, in whole or in part, in any format (including but not limited to social media, email, print, and all other forms of marketing and promotional materials) without further approval or compensation. The Vendor waives any rights to review or approve the content prior to its publication and agrees not to make any claims regarding copyright, trademark, or usage of the media.

Disclaimer

Twin Cities Vintage Fest LLC (Totally Rad Vintage Fest) is not liable for any accidents or injuries to you, your belongings, or vehicles at our events.