BSTR EVENTS

Vendor Guide

How to become a vendor, and how to get a table at an event. No jargon.

The whole thing in 6 lines

1. Make an account on **events.bstr.gg** and sign in.
2. Ask to become a vendor. We review it and email you.
3. Once you're approved, you get a **Vendor Portal**.
4. In the portal, browse events that want vendors and ask for a spot.
5. We say yes or no to each event separately.
6. If approved, open **My Events** and pay the vendor invoice.

PART 1

Becoming a vendor

This happens once. It's you asking "can I sell at BSTR events?"

1 **Sign in**

Go to **events.bstr.gg** and sign in. If you've ever bought a ticket from us, you already have an account.

2 **Open your name menu**

Your name and picture are in the **top right corner**. Click it. A menu drops down.

3 **Click** Apply to be a Vendor

That opens a short form.

4 **Fill in the form**

Business name and **contact email** are required. Phone and "tell us about your business" are optional, but the description helps us say yes faster.

5 **Click** Submit application

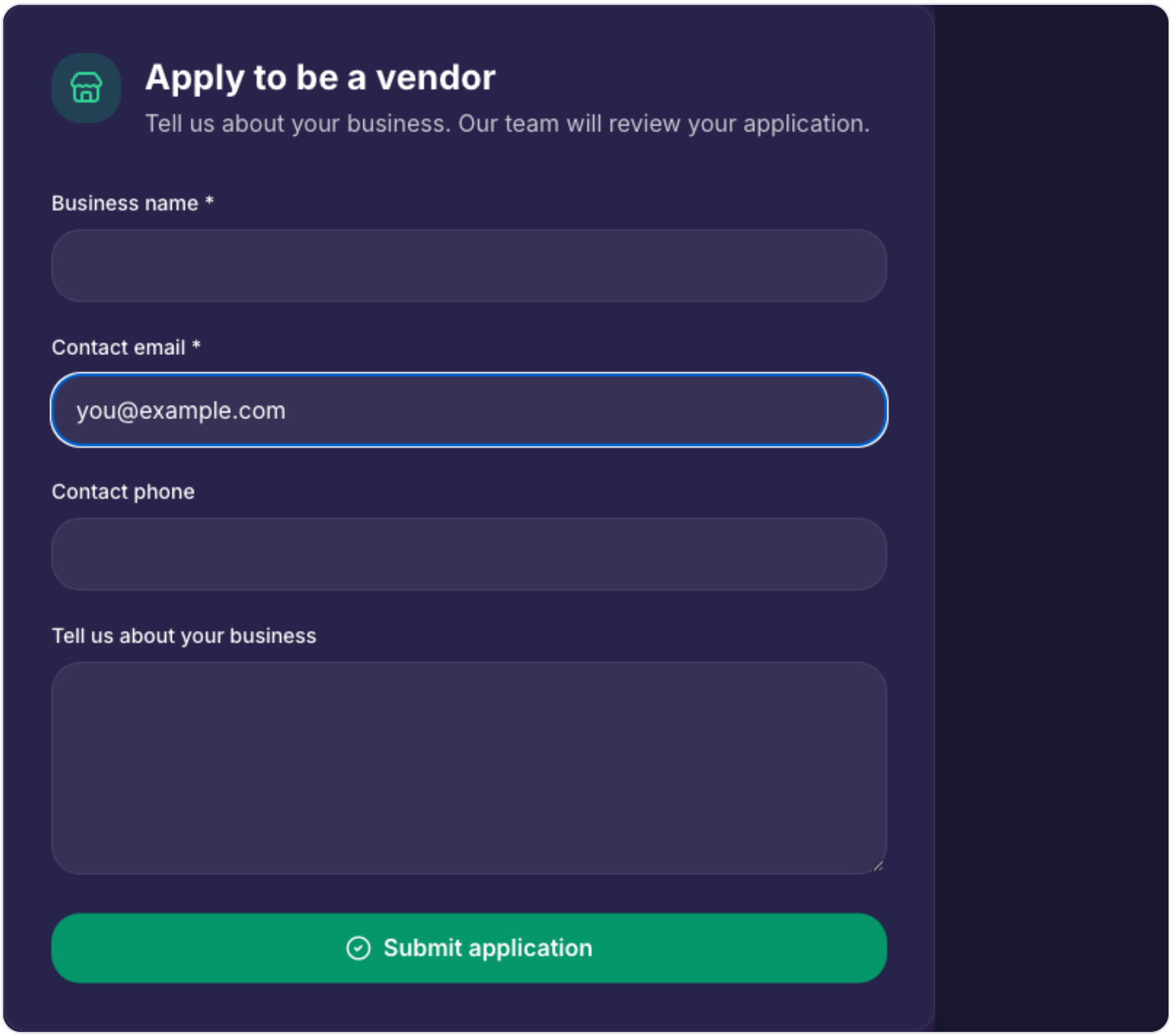
The page will now say **Application pending**. That means we got it. You're done for now.

6 **Wait for our email**

We review it by hand and email you either way.

Approved? Your menu now shows **Vendor Portal**. Go to Part 2.

Not approved? The menu shows **Reapply as a Vendor**. Fix your info and send it again.



What you will see: fill in the form, then use the green **Submit application** button.

> **Heads up:** Being an approved vendor does not book you a table. It just gets you in the door. You still ask for each event separately in Part 2.

PART 2

Getting a spot at an event

You'll do this once per event you want to sell at.

1. **Open the Vendor Portal**

   Click your name in the top right, then **Vendor Portal**.

2. **Click Browse Events**

   It's in the menu on the left (or along the bottom on your phone).

3. **Find your event**

   This list only shows events that are **actually looking for vendors**, so it's short on purpose. Use the search box at the top to type an event name, a city, or a date.

   Don't see the event you wanted? That event isn't taking vendor requests right now.

4. **Click Request to Vend**

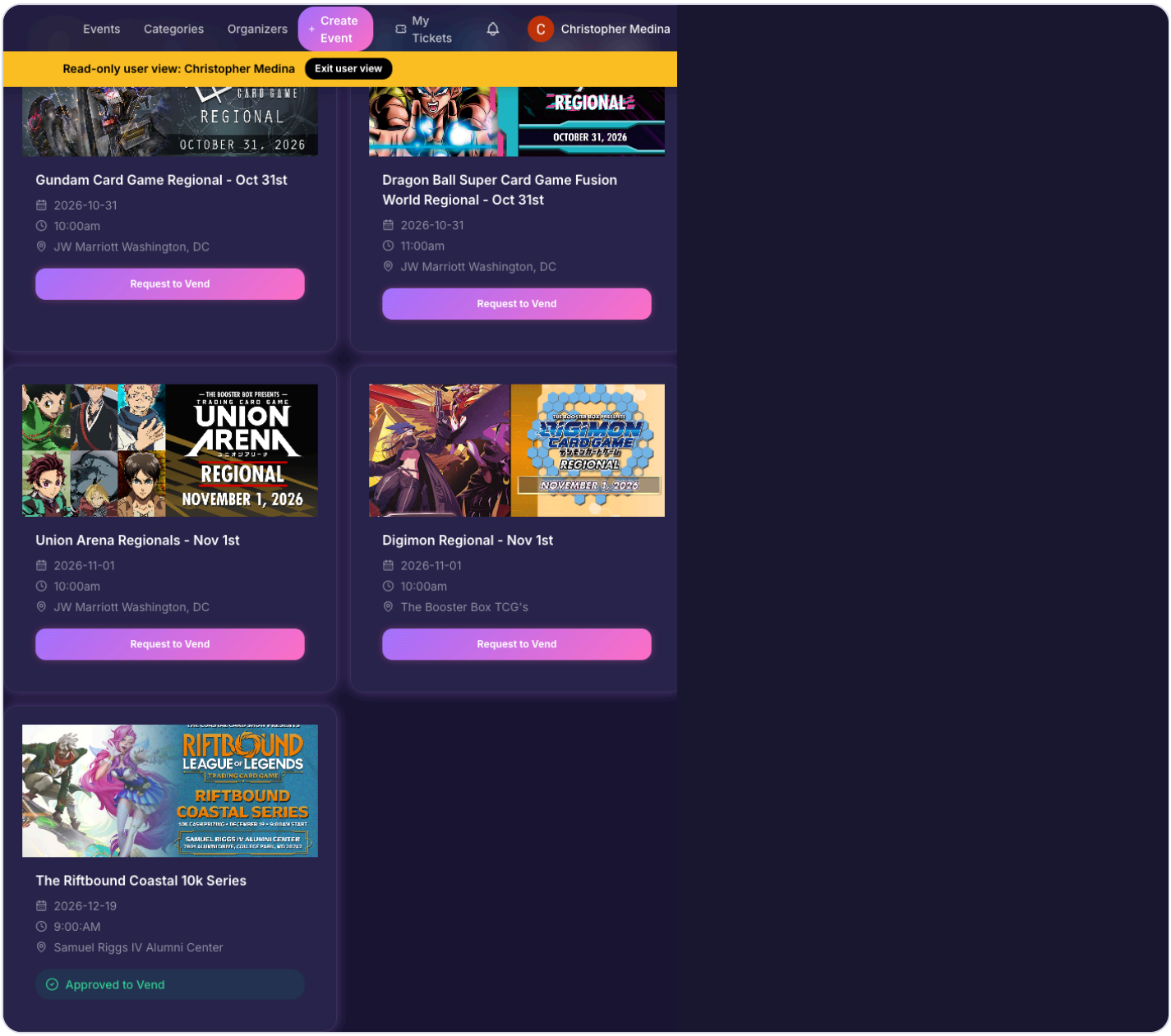
   Nothing is sent yet. A small notes box opens up.

5. **Add a note, then click Submit Request**

   The note is optional. It's a good place for "I sell singles and sealed" or "I need two tables." **This second click is the one that actually sends it.**

6. **Watch for the answer**

   The event card will now say **Request Pending**. Check back under **My Requests** in the left menu to see when it changes.



Example: available events have a pink **Request to Vend** button. An event you already have shows its current status.

> **Check the portal, not your inbox.** For event requests we don't send an email yet. My Requests is the source of truth.

PART 3

Paying your vendor invoice

Do this after your event request is approved. Approval saves your spot; payment finishes the booking.

1 Open My Events

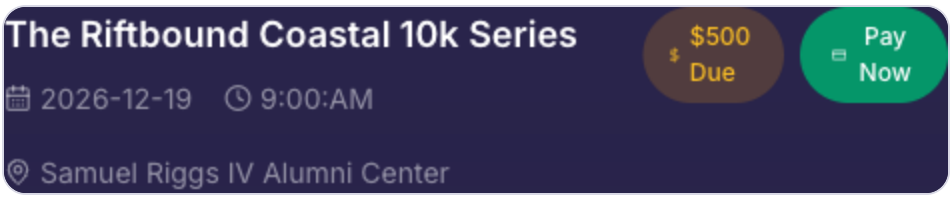
In the Vendor Portal menu, choose **My Events**. Your approved upcoming events are listed here.

2 Find the amount due

The event card shows the vendor fee in an amber badge, such as **$500 Due**. The fee is based on the number of vending days.

3 Click Pay Now

You will be taken to the secure checkout page. Enter your payment information and finish checkout.



Look for this: the amber amount due and the green **Pay Now** button.

4 Return to the portal and check the label

After successful payment, you return to **My Events**. The amber amount changes to a green **Paid** label.

> **Payment trouble?** Do not submit payment over and over. Take a screenshot of the error and email **support@theboosterbox.gg** with your business name and event name.

What the labels mean

YOU SEE THIS	IT MEANS
Request Pending	We got your request and haven't decided yet. Nothing for you to do.
Approved to Vend	Your request was accepted. Open My Events and pay the vendor invoice.

YOU SEE THIS	IT MEANS
Invited	We asked *you* to come sell. Go to My Requests and accept or decline.
Request was declined	Not this event. Usually it's full. Try another event.
Amount Due	Your request was approved, but the vendor invoice still needs payment.
Paid	Your vendor fee was paid successfully.

If something looks wrong

I don't see "Apply to be a Vendor" in the menu.

You're either signed out, or you already applied. Sign in and look again — if you applied, it says "Vendor Application (Pending)."

I was approved but "Browse Events" is empty.

That's normal when no upcoming event is currently taking vendors. Check back later.

The "Request to Vend" button is greyed out.

Your vendor account is still pending. You can look around, but you can't request a spot until you're approved.

I clicked "Request to Vend" and nothing happened.

That first click only opens the notes box. Click **Submit Request** to send it.

I was approved. Where is my invoice?

Open the Vendor Portal, choose **My Events**, find the approved event, and click the green **Pay Now** button next to the amount due.

I paid, but the event does not say "Paid."

Refresh the page once. If it still shows an amount due, email **support@theboosterbox.gg** with your business name, event name, and payment confirmation.

I need to talk to a human.

Email **support@theboosterbox.gg**. Include your business name and the event name so we can help faster.