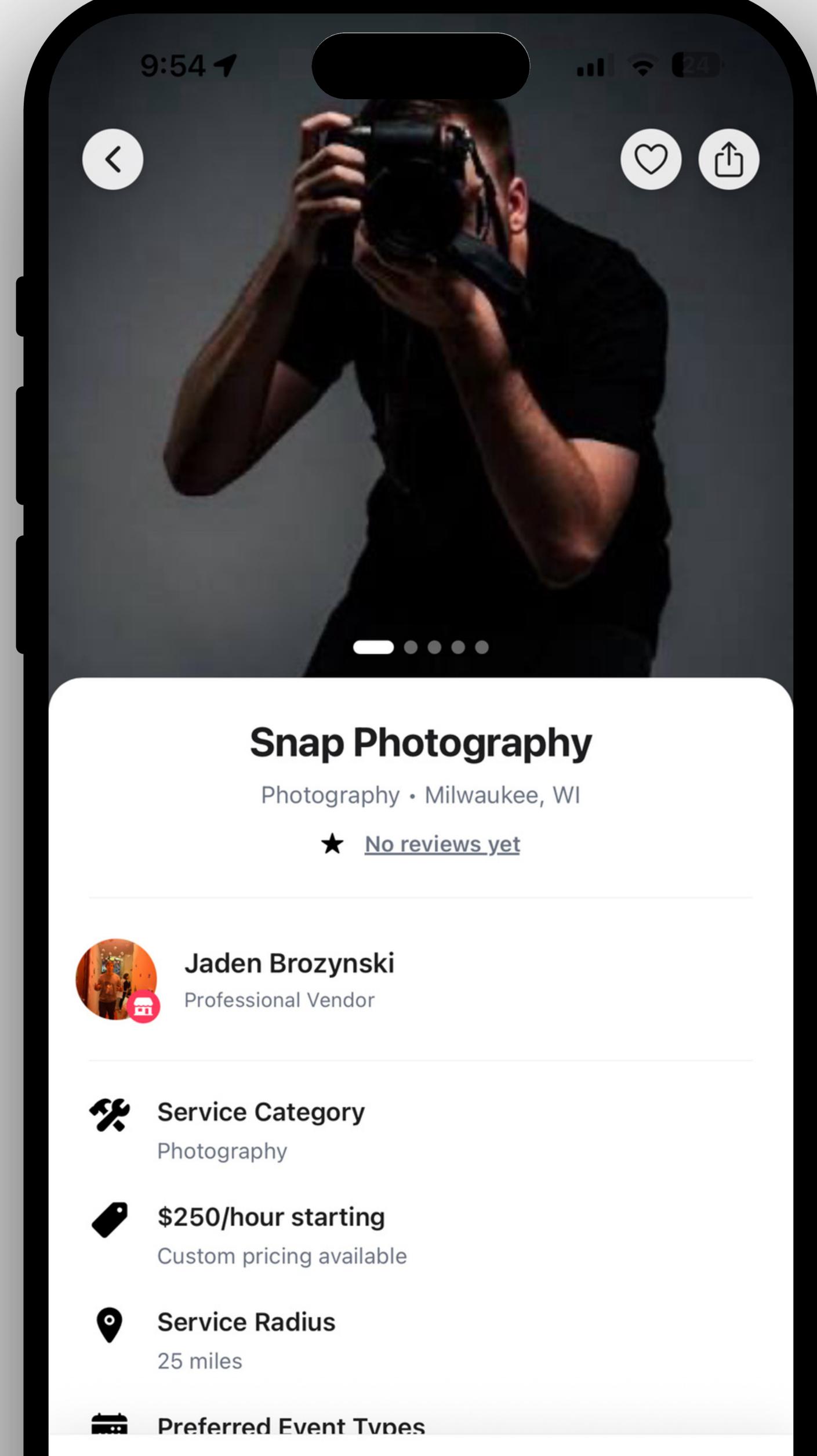




**EVENTINI**

VENDOR/SERVICE



# PROVIDER ONBOARDING MANUAL



STEP 1

A smartphone screen displays a survey interface. At the top, the time is 9:17 and there are signal, Wi-Fi, and battery icons. A back arrow is on the left. The main title "What do you offer?" is in bold. Below it, a subtitle says "Choose one so we can tailor the next questions." Two options are shown in rounded rectangles: "Products" with a gift icon and "Services" with a briefcase icon. Descriptions for each are provided: "Products" for tangible items sold at events, and "Services" for time-based service work with optional add-ons. At the bottom is a grey "Next" button.

## WHAT DO YOU OFFER?

Select whether you offer products or services. This helps us customize the next steps and ask only the questions that are relevant to your business.



# EVENTINI

STEP 2

The smartphone screen displays a user interface for selecting product categories. At the top, the time is 9:17 and the battery level is 66%. A back arrow is on the left. The main title is "What type of products?". Below it, a subtitle says "Select the category that best describes your offering". There are eight categories arranged in a grid:

- Jewelry & Accessories (diamond icon)
- Clothing & Textiles (t-shirt icon)
- Art & Prints (paint palette icon)
- Home Goods / Décor (house icon)
- Beauty & Self-Care (starburst icon)
- Herbal / Apothecary (leaf icon)
- Packaged Food & Drink (apple icon)
- Other (three dots icon)

A large "Next" button is at the bottom.

## WHAT TYPE OF PRODUCTS?

Choose the category that best describes what you sell. This helps guests find your business when browsing events and marketplaces.



# EVENTINI

STEP 3

The image shows a smartphone screen with a black border, representing the Eventini app's user interface. At the top, the time is 9:17 and there are signal, Wi-Fi, and battery icons. Below the status bar, there is a back arrow icon. The main content area has a white background with a question in bold: "Where will you sell your products?". Below the question is a light gray rounded rectangle containing a white icon of a t-shirt and the text "Clothing & Textiles". Further down is another light gray rounded rectangle with a location pin icon and the placeholder text "Enter your city". At the bottom of the screen is a large, rounded, light gray button labeled "Next".

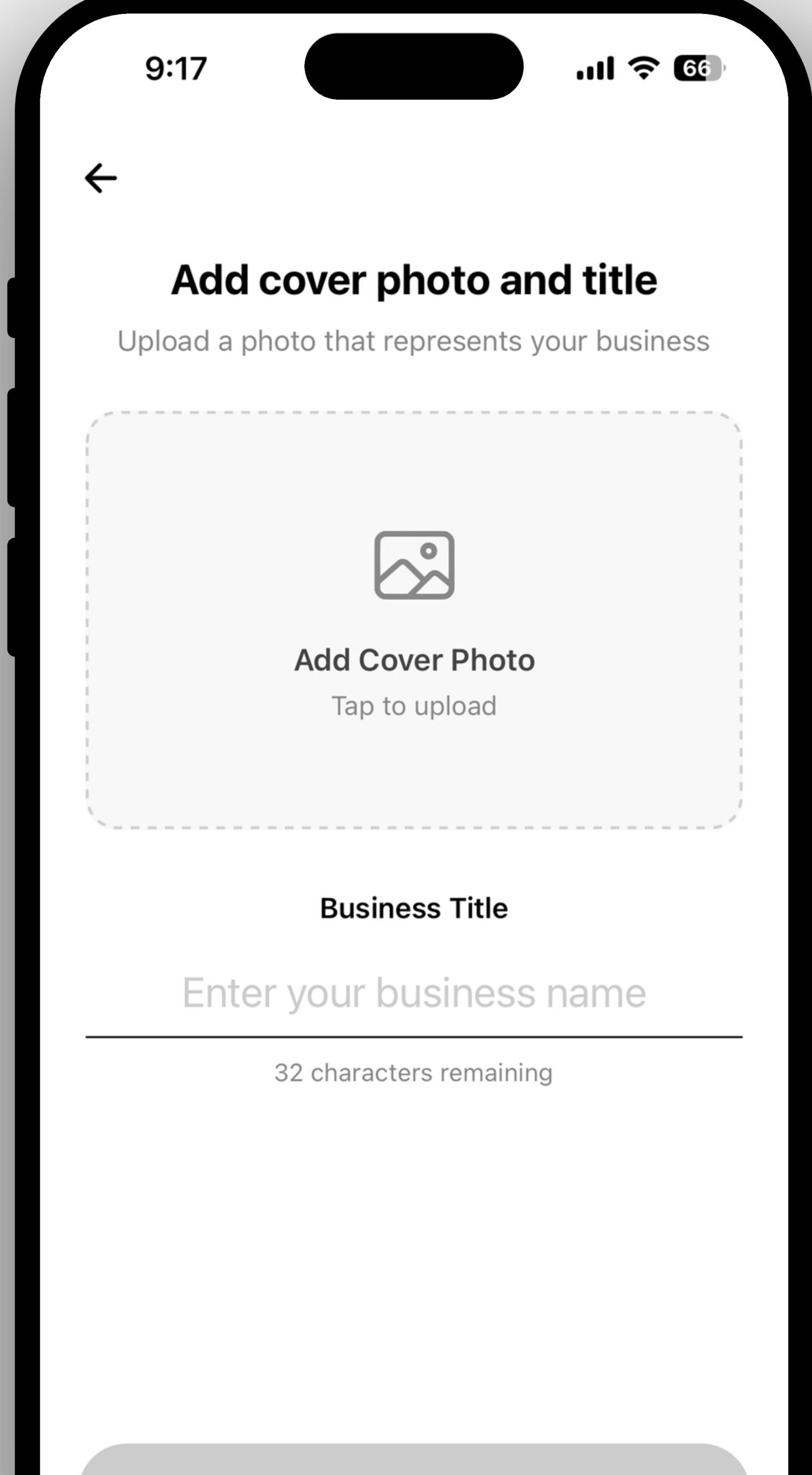
## WHERE WILL YOU SELL YOUR PRODUCTS?

Enter the city where you typically sell your products. This allows Eventini to recommend nearby events and opportunities that match your location.



# EVENTINI

STEP 4



## ADD COVER PHOTO AND TITLE

Upload a clear, high-quality photo that represents your business and add your business name. This will be the first thing guests see when viewing your listing.



# EVENTINI

STEP 5

A smartphone mockup displays the fifth step of the Eventini app. The screen shows a gift icon and the title "Tell us about your products". Below it, a subtitle reads "Help guests discover what you offer." A list of five questions is shown, each with a plus sign and a right arrow for expansion:

- + Product Description  
Describe what you sell
- + Average Price Range  
Your typical product pricing
- + Inventory Model  
How do you manage stock?
- + Special Features  
What makes your products unique?
- + Preferred Event Types  
What events do you cater to?

A large "Next" button is at the bottom of the screen.

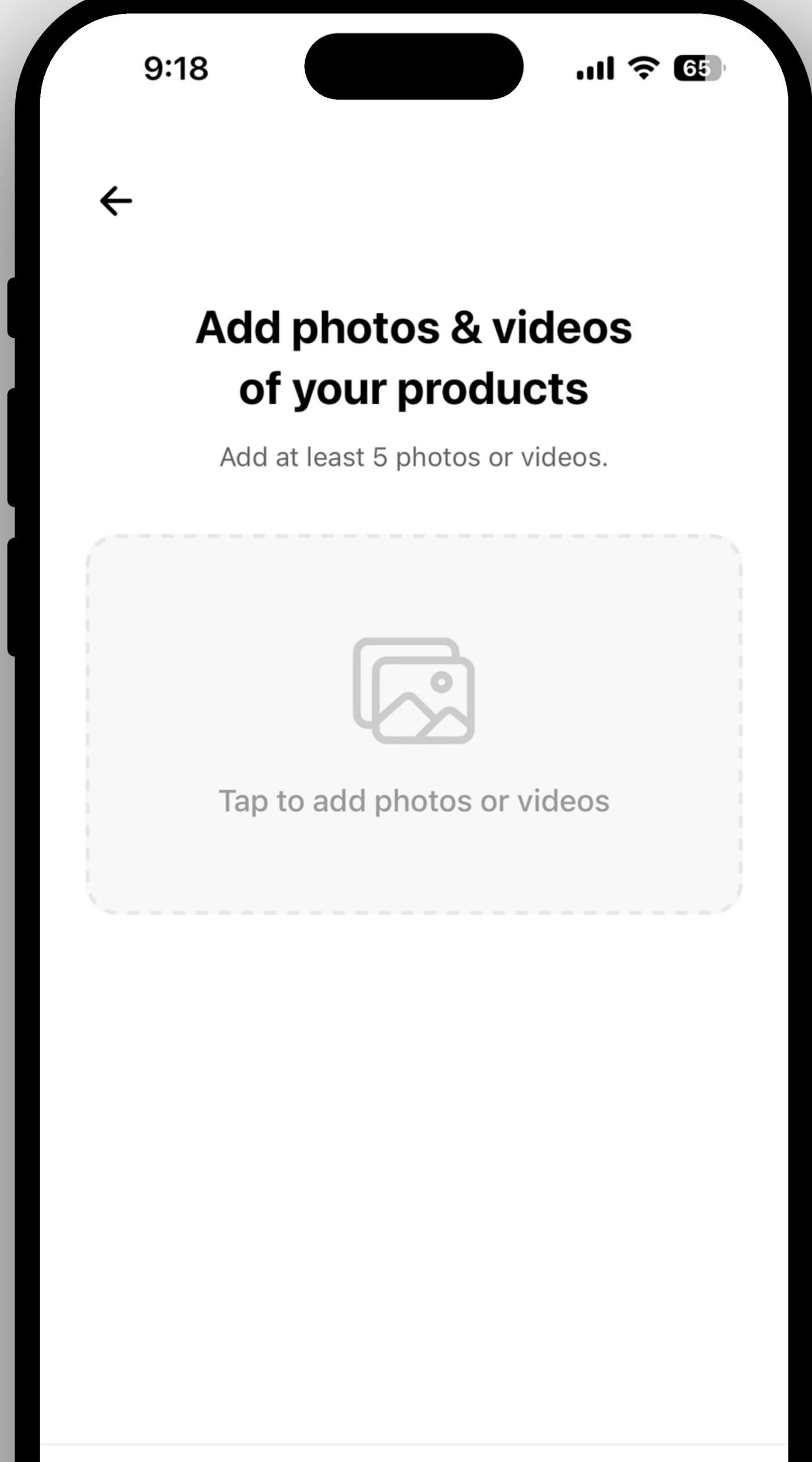
## TELL US ABOUT YOUR PRODUCTS

Share helpful details about what you sell, including product descriptions, typical price range, how you manage inventory, and the types of events you prefer.



# EVENTINI

STEP 6



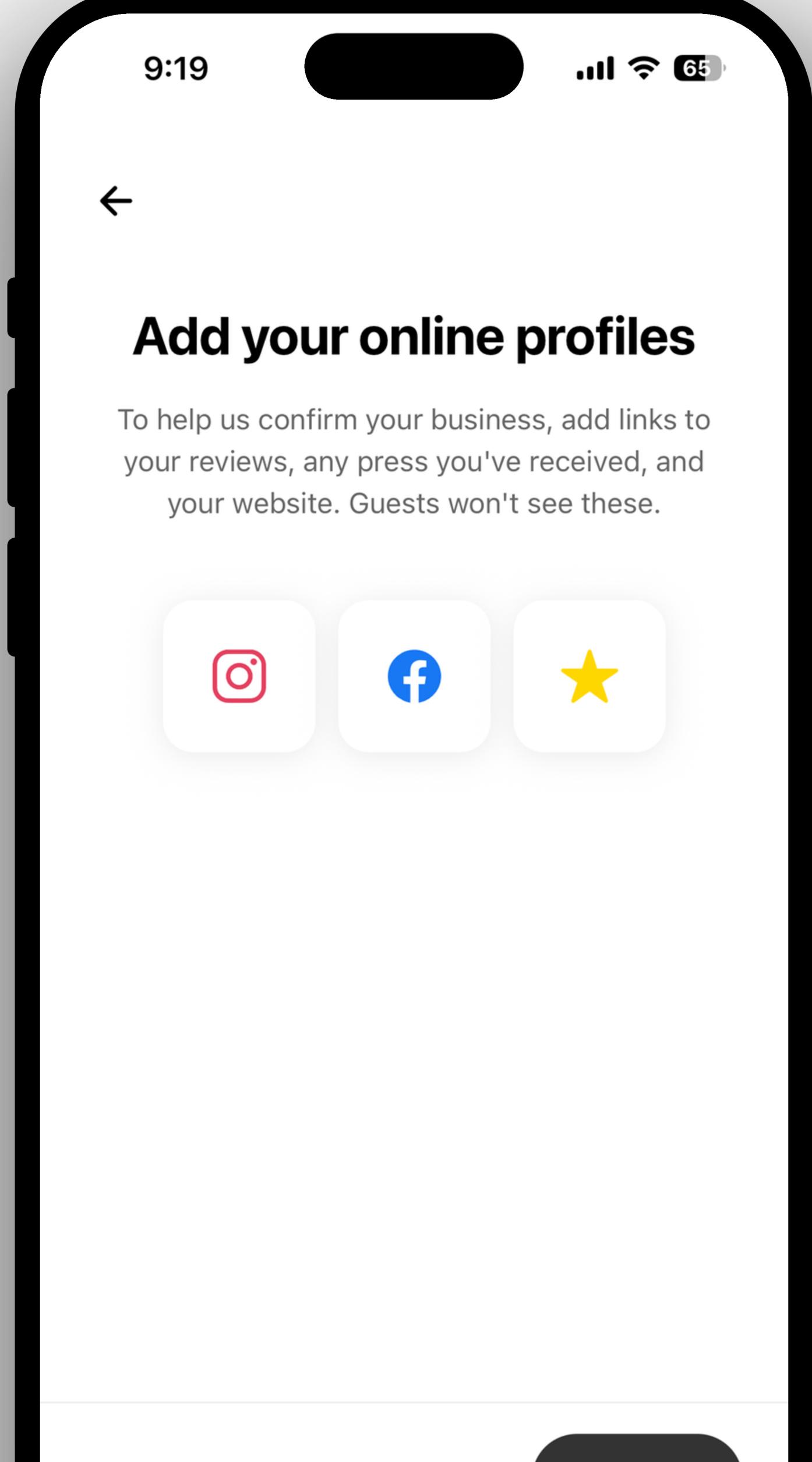
## ADD PHOTOS & VIDEOS OF YOUR PRODUCTS

Upload at least five photos or videos that showcase your products. Strong visuals help guests understand your offerings and increase booking interest.



**EVENTINI**

STEP 7



## ADD YOUR ONLINE PROFILES

Add links to your website, social media, or reviews to help us verify your business. These links are used for review purposes only and are not visible to guests.



# EVENTINI

STEP 8

9:19      ⚡ 65%

←

**Let us know a bit more about you**

**What's your residential address?**  
Guests won't see this information.

Country / region <b>United States</b>	▼
Street address	
Apt, suite, unit (if applicable)	
City / town	
State / territory	
ZIP code	

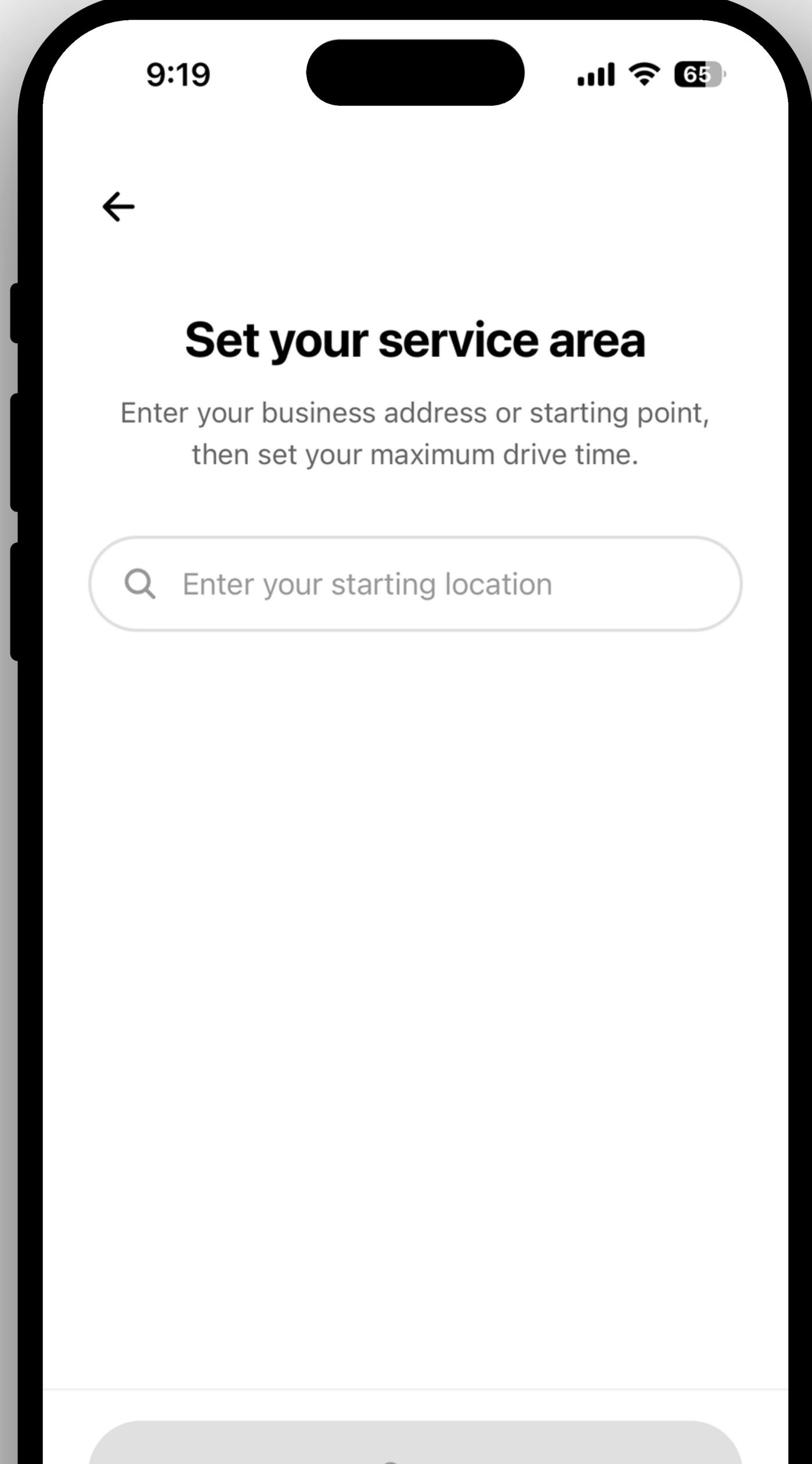
**Next**

## LET US KNOW A BIT MORE ABOUT YOU

Enter your residential address for verification and account setup. This information is kept private and is never shown to guests.



STEP 9



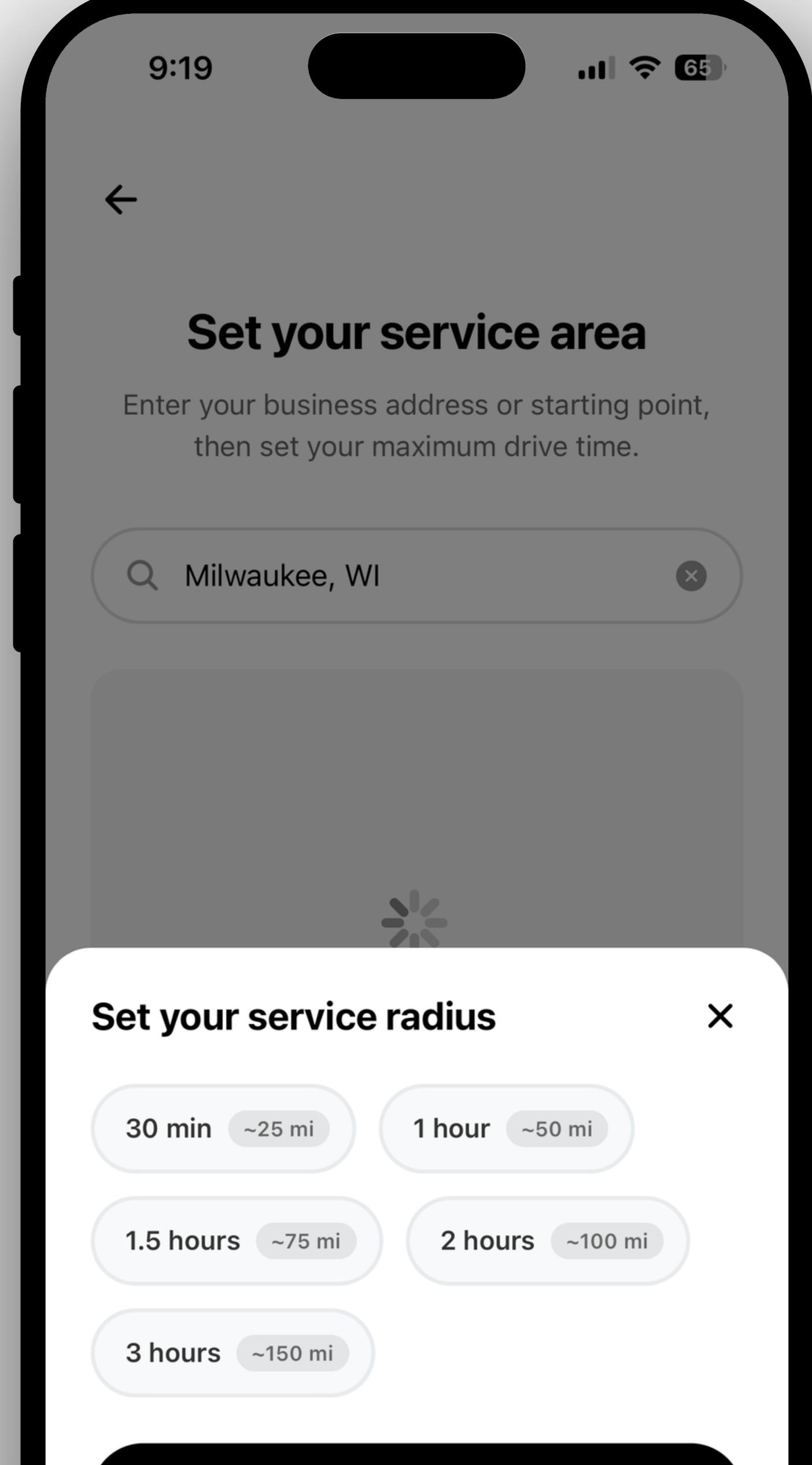
## SET YOUR SERVICE AREA

Choose your starting location and select how far you're willing to travel. This ensures you're only shown events that fit your operating range.



# EVENTINI

STEP 10



## SERVICE RADIUS

Select your maximum drive time to define your service radius. This helps match you with nearby events and avoids long-distance bookings you don't want.



# EVENTINI

STEP 11

The smartphone screen displays the following content:

9:19      ⚡ 65%

←

## Review requirements

Confirm that your listing meets our standards and requirements.

### Requirements and terms

You have read, understand, and agree to the [services terms](#), [host cancellation policy](#) for services and experiences, and [cancellation policies](#) for services and experiences. You also acknowledge the [privacy policy](#).

By selecting "I agree", you authorize Eventini to conduct [quality and standards checks](#) and you attest that you and third parties used in experiences and services will maintain all necessary licenses, authorizations, and customary commercial liability insurance.

You attest that you will comply with the [services standards and requirements](#), all laws and other requirements that apply to your offering, including those specific to:

I agree

## REVIEW REQUIREMENTS

Review the requirements to confirm your listing meets Eventini's standards. Before continuing, take a moment to read through the terms so you understand what's expected when offering products or services on the platform.



# EVENTINI

STEP 12

9:19      Review Listing

Vintage Rack  
Product Vendor

BUSINESS INFORMATION

- Business Name  
Vintage Rack
- Photos & Media  
7 photos uploaded
- Products  
Vintage collection

**Link Account G**

By submitting, I agree to the [Services terms](#) and attest all details are accurate.

## REVIEW, LINK, & SUBMIT

Review your listing to confirm your business name, photos, and products are accurate. Linking your Google account helps verify your business and simplifies communication, scheduling, and account recovery. Only essential information is used, and nothing is shared publicly.



# EVENTINI

STEP 13

The smartphone screen displays a grid of service categories. At the top left is a back arrow. In the center, the title "What type of service?" is displayed above the subtitle "Select the category that best describes your offering". Below the subtitle are eight rounded rectangular buttons, each containing an icon and a category name. A "Next" button is located at the bottom of the screen.

Photography	Videography
Event Planning	Floral Design
Makeup / Hair	Event Décor
Rentals	Other

Next

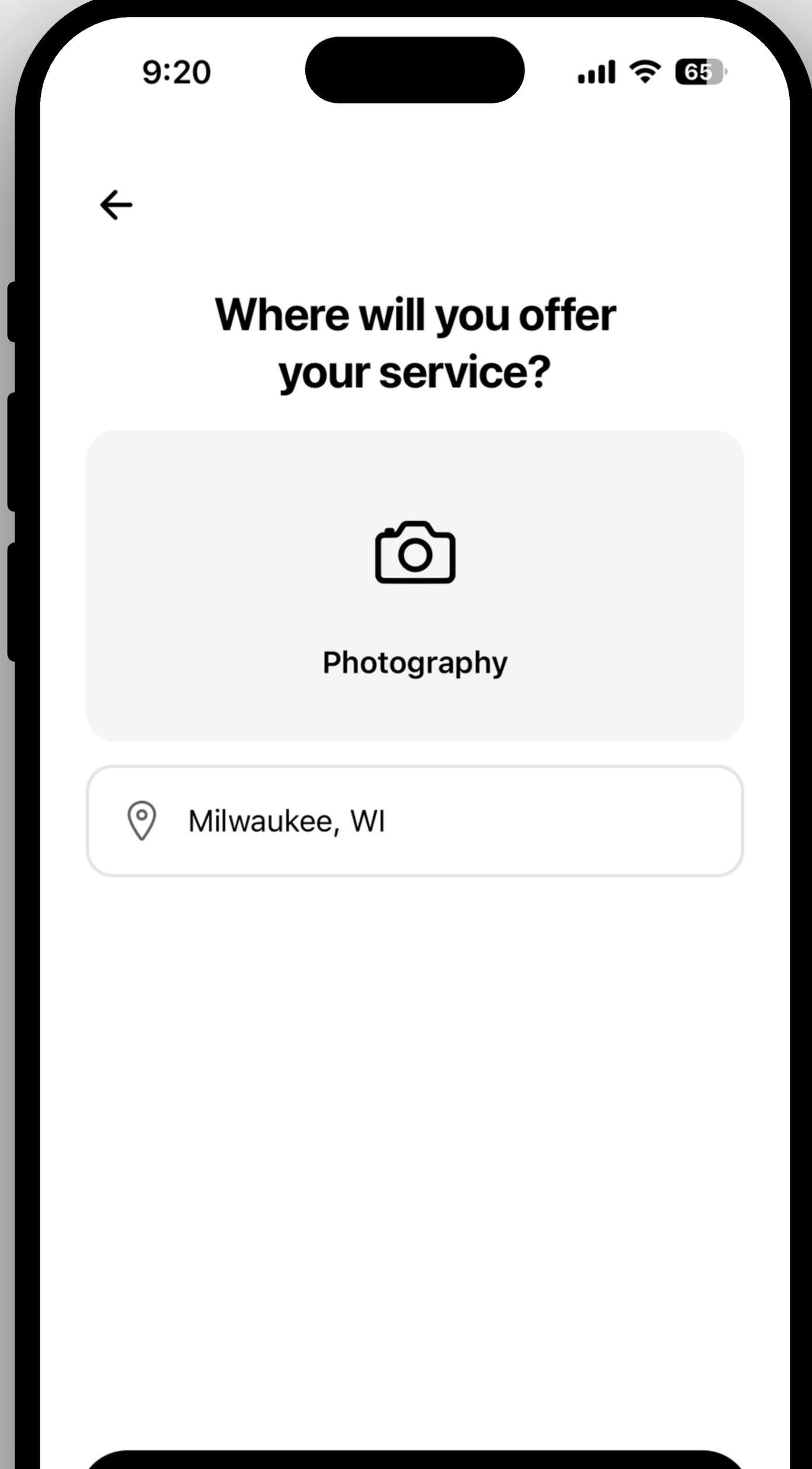
## WHAT TYPE OF SERVICE?

Select the service category that best describes what you offer. This helps Eventini match you with hosts looking for your specific services.



**EVENTINI**

STEP 14



## WHERE WILL YOU OFFER YOUR SERVICE?

Enter the primary city where you provide your services. This allows Eventini to surface your listing to nearby hosts and relevant events.



# EVENTINI

STEP 15

The image shows a smartphone screen with a white background. At the top, there is a black header bar with a back arrow on the left, signal strength, battery level at 65%, and a central rounded rectangle. Below the header, there is a circular icon containing a wrench and a screwdriver. The main content area has a light gray background. The title "Share your qualifications" is centered in bold black text. Below it, a subtitle "Help guests get to know you." is in smaller gray text. There are three sections listed, each with a plus sign and a category name, followed by a description and a right-pointing arrow: "Service Description" (Describe the service you offer), "Service Highlights" (2 selected), and "Preferred Event Types" (What events do you cater to?). At the bottom of the screen is a large, rounded rectangular button labeled "Next".

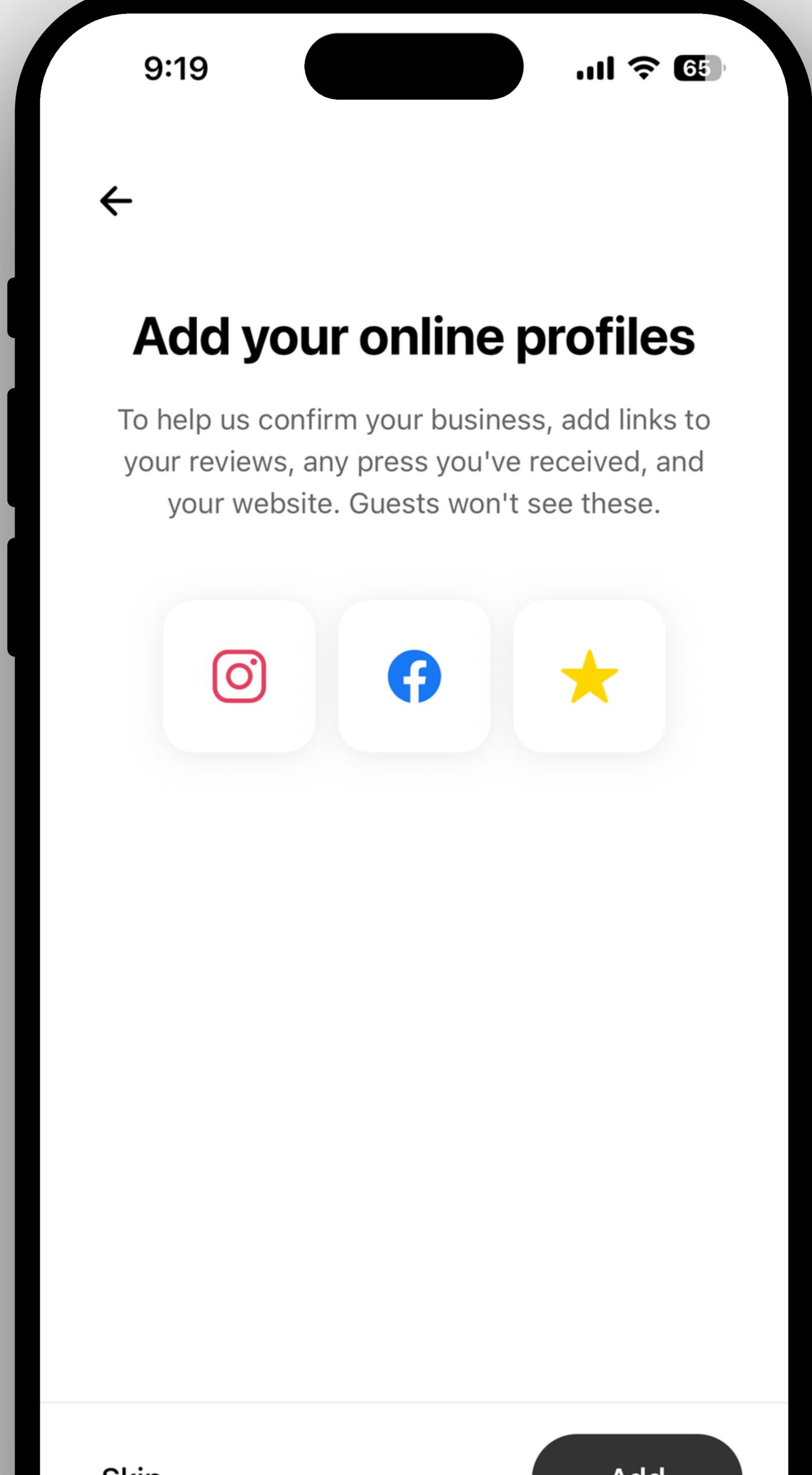
## SHARE YOUR QUALIFICATIONS

Use this section to describe your services, highlight what makes you stand out, and select the types of events you prefer. Clear details help hosts quickly understand your experience and offerings.



# EVENTINI

STEP 16



## ADD YOUR ONLINE PROFILES

Optionally link your website, reviews, or press coverage to help us verify your business. Guests won't see these links, but they help strengthen your profile. You can skip this step if needed.



# EVENTINI

STEP 17

9:19      ⚡ 65%

←

**Let us know a bit more about you**

**What's your residential address?**  
Guests won't see this information.

Country / region <b>United States</b>	▼
Street address	
Apt, suite, unit (if applicable)	
City / town	
State / territory	
ZIP code	

**Next**

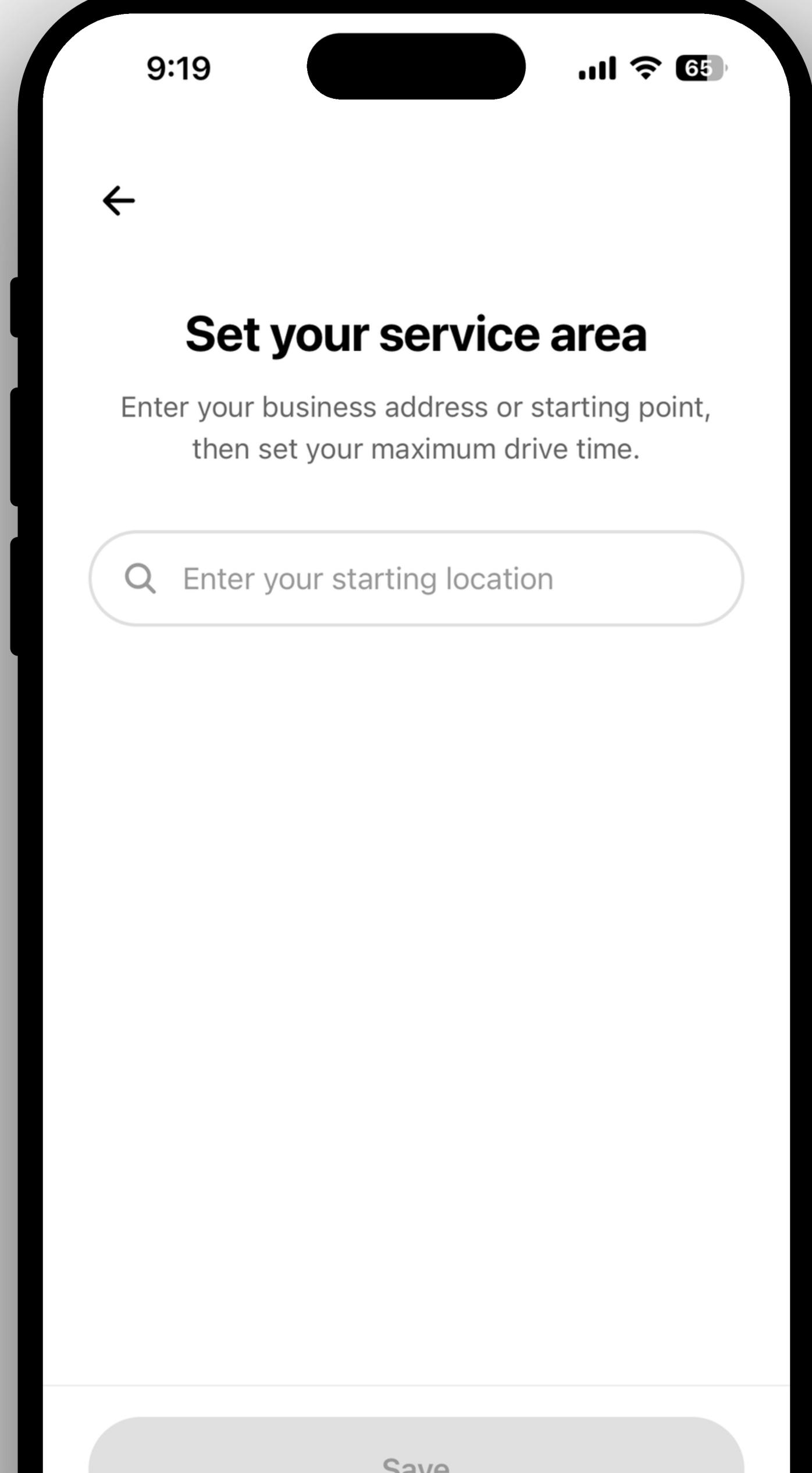
## RESIDENTIAL ADDRESS

Enter your residential address for verification purposes only. This information is private and will not be visible to guests or hosts.



**EVENTINI**

STEP 18

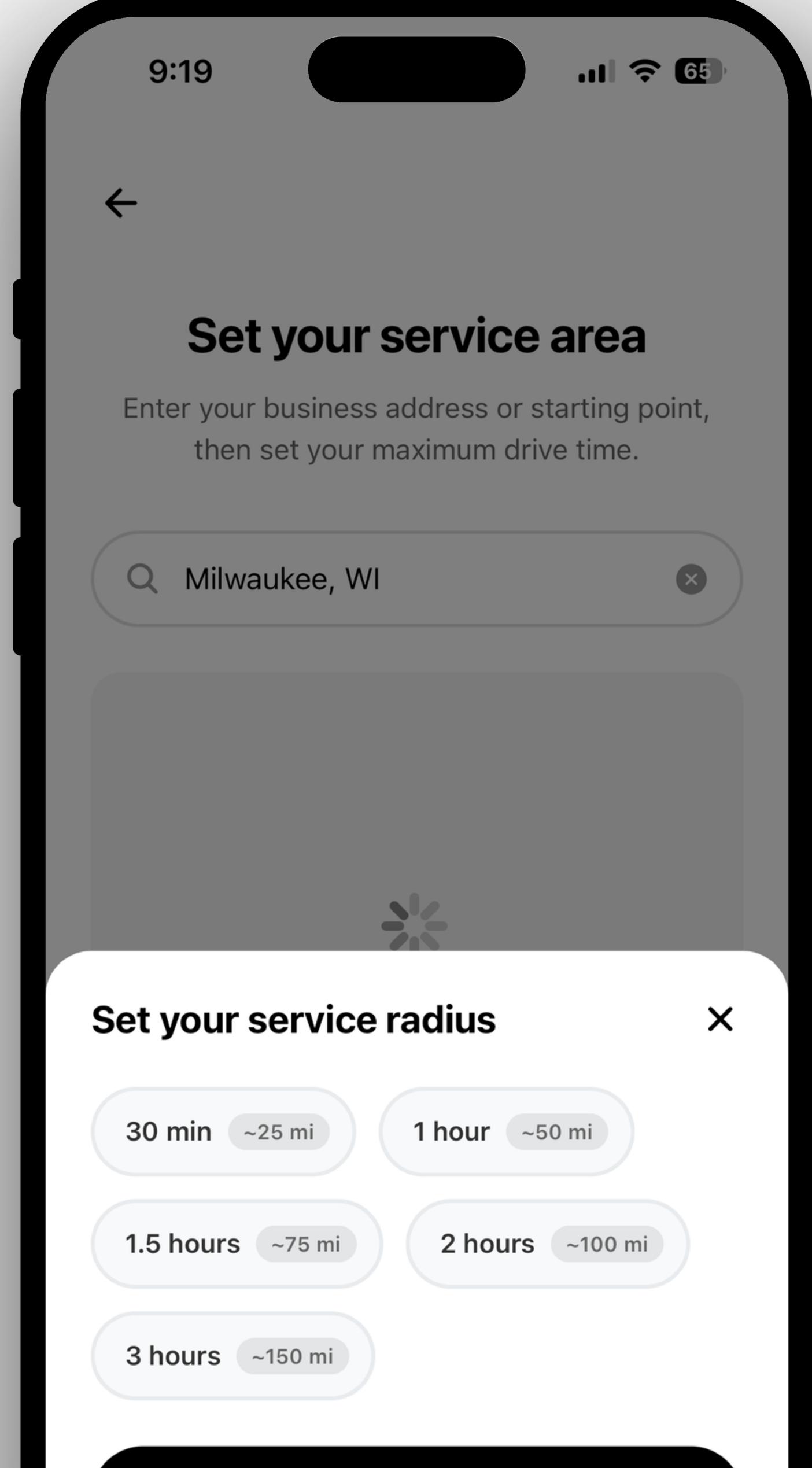


## SET YOUR SERVICE AREA

Choose your starting location and select how far you're willing to travel. This ensures you're only shown events that fit your operating range.



STEP 19



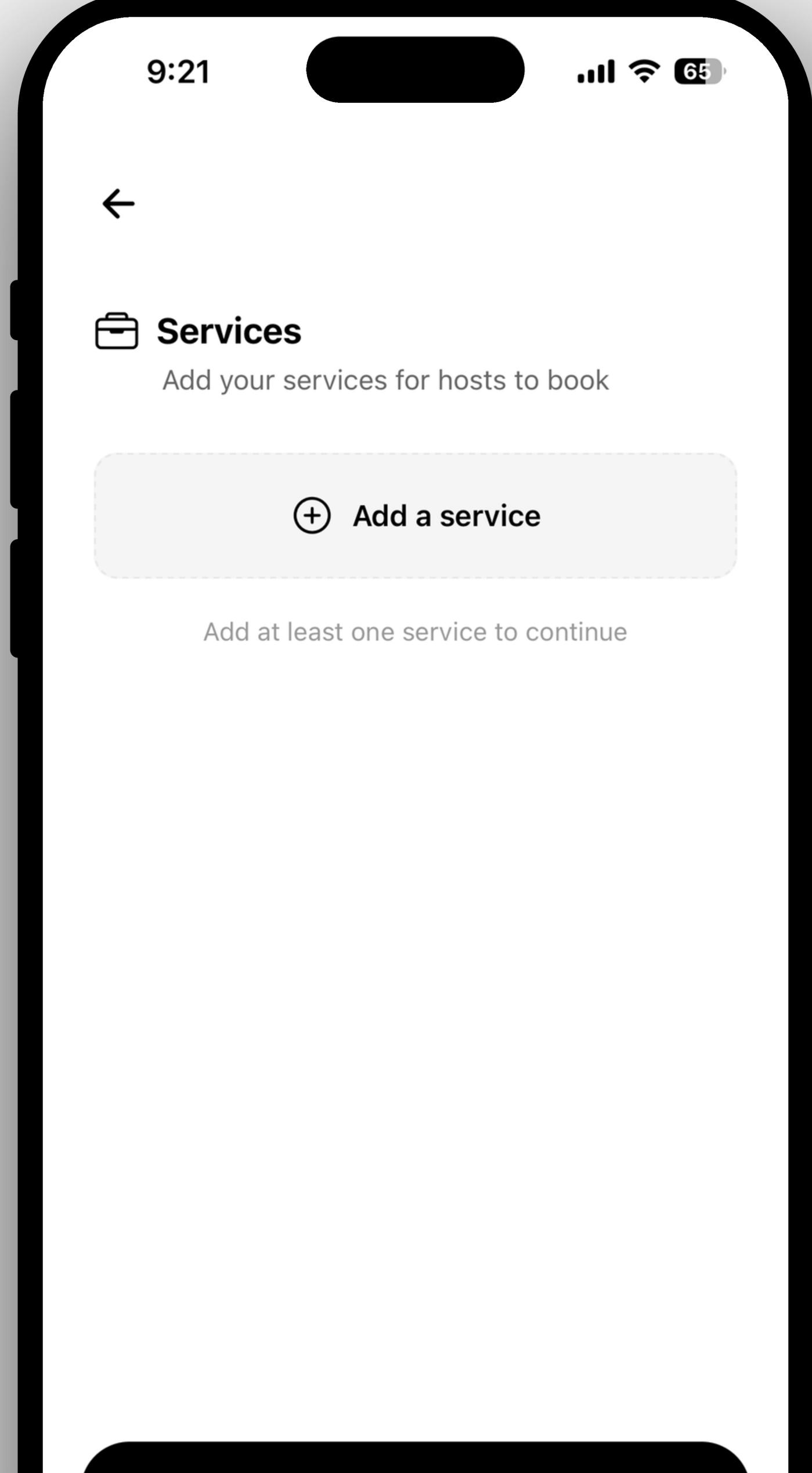
## SERVICE RADIUS

Select your maximum drive time to define your service radius. This helps match you with nearby events and avoids long-distance bookings you don't want.



# EVENTINI

STEP 20



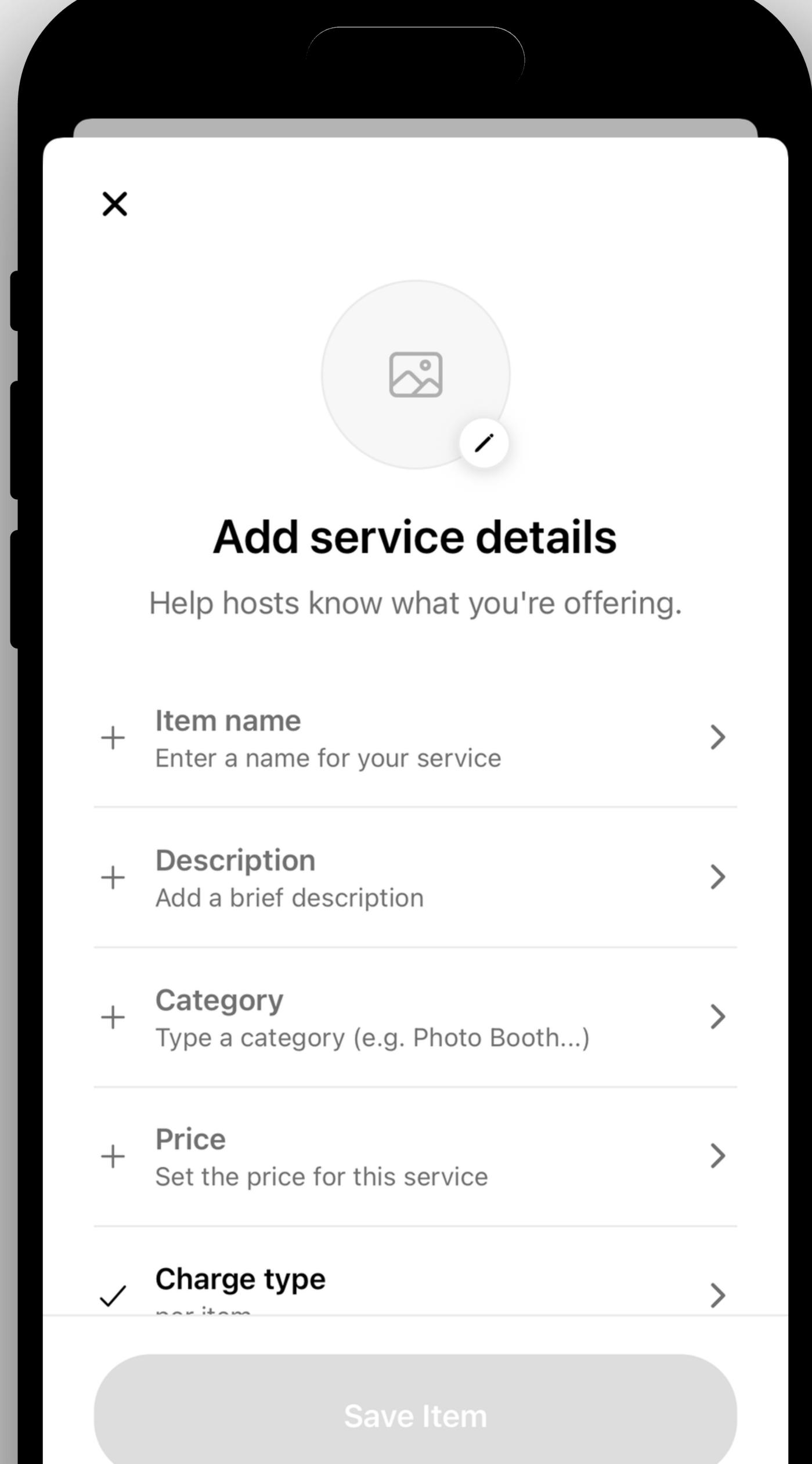
## SERVICES

Add at least one service for hosts to book. Each service represents a specific offering, package, or experience you provide.



# EVENTINI

STEP 21



## ADD SERVICE DETAILS

Provide details for each service, including a name, description, category, pricing, and how you charge. This helps hosts understand exactly what they're booking.



# EVENTINI

STEP 22

The smartphone screen displays the 'Cancellation & Deposit Policy' section. At the top, there is a back arrow icon. Below it, the title 'Cancellation & Deposit Policy' is centered. A sub-instruction 'Set your cancellation and deposit policies for bookings' is present. Under the title, three policy options are listed in cards:

- Flexible**: Described as 'Most lenient terms for hosts'. It includes a 'Learn more' link.
- Moderate**: Described as 'Balanced terms for both parties'. It includes a 'Learn more' link.
- Strict**: Described as 'Most protection for providers'. It includes a 'Learn more' link.

A large 'Continue' button is located at the bottom of the screen.

## CANCELLATION & DEPOSIT POLICY

Choose a cancellation policy that fits your business needs. Flexible policies favor hosts, while stricter policies offer more protection for providers. Your selection sets clear expectations for bookings.



# EVENTINI

STEP 23

The smartphone screen displays the 'Review requirements' step. At the top, it shows the time as 9:19 and battery level at 65%. Below the header, there is a back arrow icon. The main content area has a heading 'Review requirements' and a sub-section 'Requirements and terms'. It contains text about reading, understanding, and agreeing to various policies and standards. A large 'I agree' button is located at the bottom of the screen.

9:19

65%

←

## Review requirements

Confirm that your listing meets our standards and requirements.

### Requirements and terms

You have read, understand, and agree to the [services terms](#), [host cancellation policy](#) for services and experiences, and [cancellation policies](#) for services and experiences. You also acknowledge the [privacy policy](#).

By selecting "I agree", you authorize Eventini to conduct [quality and standards checks](#) and you attest that you and third parties used in experiences and services will maintain all necessary licenses, authorizations, and customary commercial liability insurance.

You attest that you will comply with the [services standards and requirements](#), all laws and other requirements that apply to your offering, including those specific to:

I agree

## REVIEW REQUIREMENTS

Review the requirements to confirm your listing meets Eventini's standards. Before continuing, take a moment to read through the terms so you understand what's expected when offering products or services on the platform.



# EVENTINI

STEP 24

The smartphone screen displays the 'Review Listing' interface. At the top, it shows the time as 9:19 and battery level at 65%. Below the header, there is a large thumbnail image of a vintage clothing stall under a white tent at an outdoor market. The stall is filled with various items like shirts, pants, and hats. To the left of the main image is a smaller thumbnail of the same scene from a different angle. The main title 'Review Listing' is centered above the images.

**Vintage Rack**  
Product Vendor

BUSINESS INFORMATION

- Business Name**  
Vintage Rack
- Photos & Media**  
7 photos uploaded
- Products**  
Vintage collection

**Link Account G**

By submitting, I agree to the [Services terms](#) and attest all details are accurate.

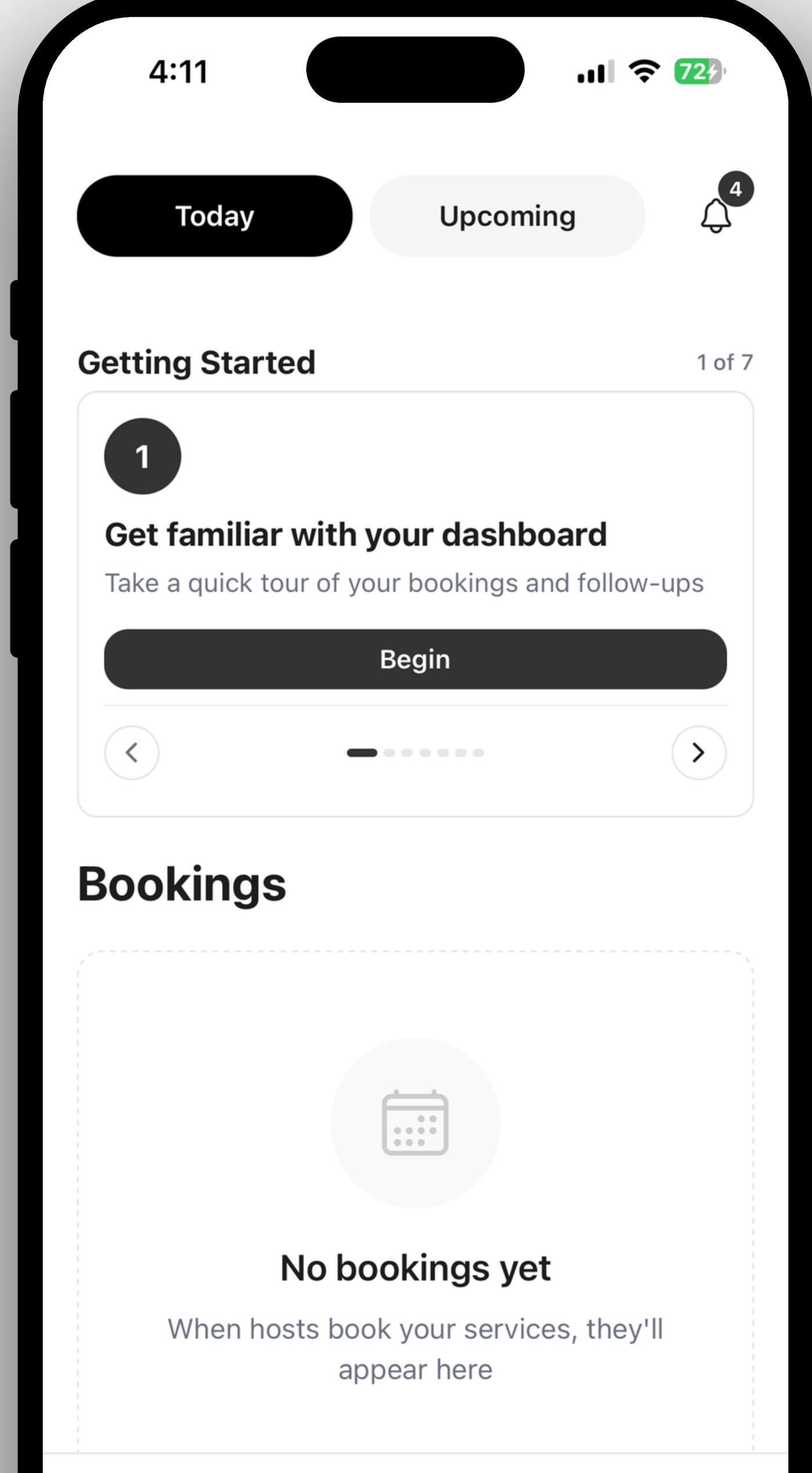
## REVIEW, LINK, & SUBMIT

Review your listing to confirm your business name, photos, and products are accurate. Linking your Google account helps verify your business and simplifies communication, scheduling, and account recovery. Only essential information is used, and nothing is shared publicly.



# EVENTINI

## STEP 1 - DASH



## GETTING STARTED

Tap Begin to start a short tutorial that walks you through bookings, messages, and follow-ups.