Sustainability Kiosk
BALANCING PEOPLE, PLANET AND PROFITS

A Step-By-Step Guide on Listing your Solution

Welcome to the Sustainability Kiosk Marketplace! We're excited to support your sustainability solution and amplify your visibility across our hospitality network. This guide will walk you through:

- Selecting the right listing package

- Step-by-step instructions to publish your solution

- What benefits each tier includes

- Access your dashboard to edit your listing and always have updated information.

	Price	Visibility USD $0	Standard USD $500	Enhanced USD $800	Premium USD $1500
	Key Features	Business Name	Everything in Visibility listing	Everything in Standard listing	Everything in Enhanced listing
1	# Solutions listed	1	Up to 3	Up to 5	Up to 10
2	Placement on listings	Regular	Regular	Priority placement	Premium placement
3	Images per listed solution	1	Up to 5	Up to 8	Up to 9
4	Upload Brochure/Media	No	Yes	Yes	Yes
5	Display Pricing and Impact Details	No	Yes	Yes	Yes
6	Responsible Hospitality Newsletter Feature	No	No	Yes	Yes
7	Supplier Connect Webinar	No	No	No	Yes
8	Sustainability Stories Podcast	No	Dedicated Rate	Dedicated Rate	Dedicated Rate
9	3 Networking Events in a year	Closed	Free Access x1	Free Access x1	Free Access x2
10	Annual Summit (Responsible Hospitality)	Non-Member Rate	Member Rate	Free Access x1	Free Access x2

Please note

- You MUST sign into your account on Sustainability Kiosk before attempting the next steps.
- If you have forgotten your password, please click 'Lost your password?' and follow the instructions to reset your password.
- If you would like to create a Sustainability Kiosk account, please click here.

Step 1: Log in to your account.

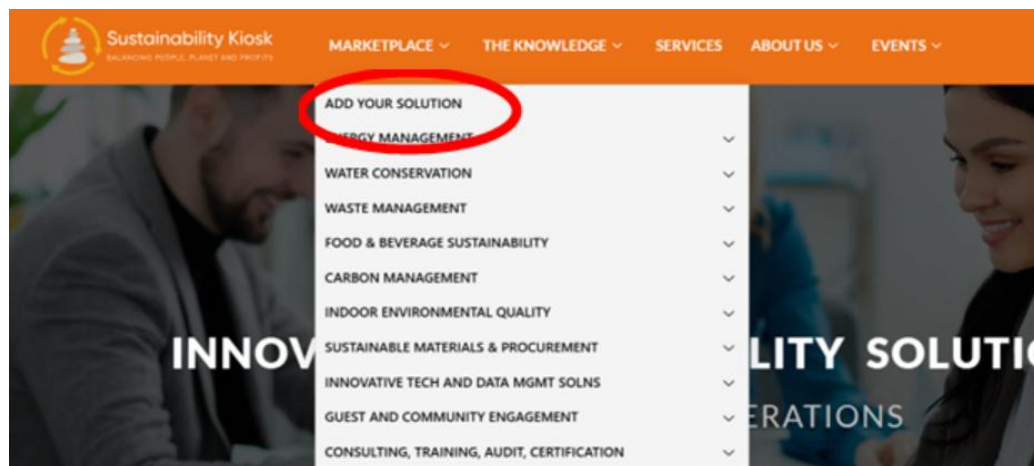**Step 2:** Go to the 'MARKETPLACE' tab. A drop down will appear. Select 'ADD YOUR SOLUTION'.

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Step 3: Scroll down until you see the listing options, then choose which listing type you would like.

Visibility Listing	Standard Listing	Enhanced Listing	Premium Listing
		Best Value	
$0	**$500**	**$800**	**$1500**
Per Year	Per Year + 5% VAT	Per Year + 5% VAT	Per Year + 5% VAT
List for free for solutions approved by Sustainability Kiosk	Business name, short description, up to 5 images, website link	Everything in visibility listing + Priority placement, longer description	Everything in enhanced listing + Premium placement, dedicated features
Proceed ->	Proceed ->	Proceed ->	Proceed ->

Step 4: The steps to list your solution will appear on the left-hand side. You may go through them one at a time.

- General Section →
- Impact
- Validation Partner
- Pricing
- Brochure
- Video
- Podcast / Webinar
- Contact Information
- Finish

Step 5: Select ==General Information== and fill in Product Title, General Description, Category, Images and Sustainability Certifications. Ensure your title is concise and straight forward to understand. The description can be a detailed explanation of your product, including its uses and benefits.
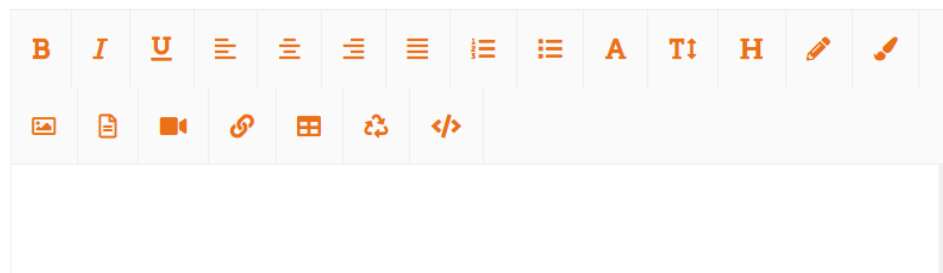
Note: Sustainability Certifications are available for Standard/Enhanced/Premium listings only.

Add your Sustainability Certifications. You can briefly list them here.

Add the Category of your solution.

You can research on the website, to understand the category and sub-category your product/solutions fit into.

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You can select a maximum of 2 categories.

Category: *

Select a Catego   ⌄

Upload your ==Images==. Kindly note that the first upload will be used as the main listing image.

Image upload size is maximum 300KB with dimensions of 1080x1080, in JPG/PNG format. The total file sizes cannot exceed 2MB.
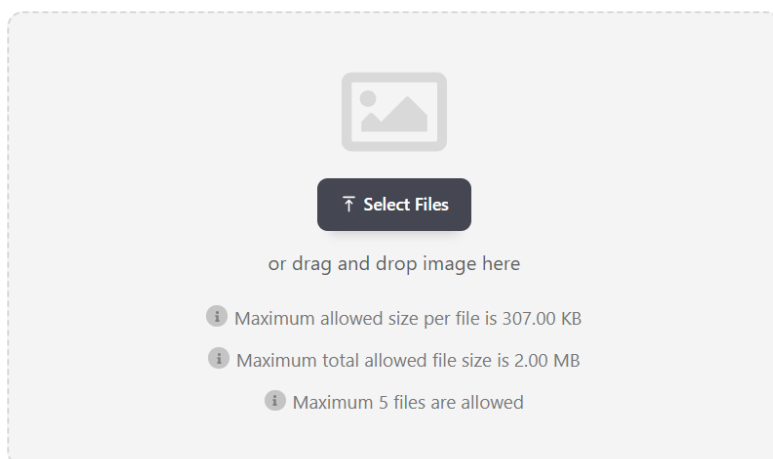*You can resize your images on an external link [here](#).*

Visibility – 1 file upload
Standard – 5 file uploads
Enhanced – 8 file uploads
Premium – 9 file uploads

⬆ Select Files

or drag and drop image here

ⓘ Maximum allowed size per file is 307.00 KB

ⓘ Maximum total allowed file size is 2.00 MB

ⓘ Maximum 5 files are allowed

Dimensions of the image 1080 x 1080

+971 58 834 5124   info@sustainabilitykiosk.com

Step 6: Scroll down to add your <mark>Impact</mark>. This is to capture what is the real problem the solution/product solves for, i.e. what is the expected ROI and Social returns from implementing the solution.
Note: Impact is available for Standard/Enhanced/Premium listings only.

Please list the impact of your solution:

Step 7: Scroll down to add your <mark>Validation Partner</mark>. These fields are to reinforce credibility to your solution. Please provide one or more customer references where your product or service has been successfully used. This feature is open to all, as we list only validated solutions with established proof performance.

Please provide one or more customer references where your product or service has been successfully used: *

Step 8: Scroll down to Pricing. In this field, you may add indicative pricing based on your pricing model. *Note: Pricing field is available for Standard/Enhanced/Premium listings only.*

Pricing: *

Add indicative pricing (e.g. per hotel, audit, room, sq.ft, or month)

Step 9: Upload your promotional ==brochure and product video,== if you have one==.==
Note: Brochure upload/product video are available for Standard/Enhanced/Premium listings only.
Brochure upload size is maximum 1MB in PDF format. To compress your PDF, click here.

📖 **Brochure**

Brochure File:

Upload PDF Files. Maximum file size is 1 MB

1600×1200 or larger

🎥 **Video**

Video:

Only YouTube & Vimeo URLs.

Step 10: Upload links to your ==Supplier Connect Webinar or Sustainability Stories Podcast==, if applicable.
Note: The Sustainability Stories Podcast section is for Standard/Enhanced/Premium listings.

🎙 **Podcast / Webinar**

Sustainability Stories Podcasts / Supplier Connect Webinars:

Link to "Supplier Connect" Webinar or "Sustainability Stories" Podcast, hosted by Sustainability Kiosk

Only YouTube & Vimeo URLs.

Step 11: Enter your company representative contact details, social media along with your address.
Note: Selecting a location on the map and adding social media handles are available for Standard/Enhanced/Premium listings only.

Step 12: Once complete, tick the check box 'I agree to the Privacy Policy and Terms of Service.'

Here is our Privacy Policy and Terms of Service for your reference.

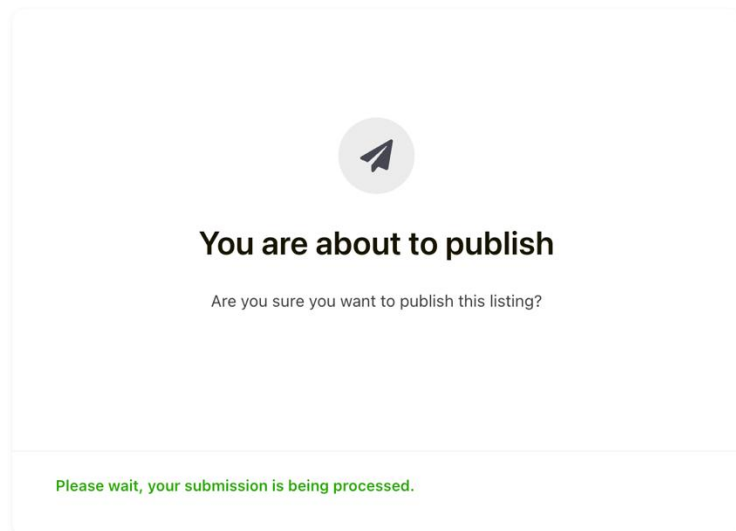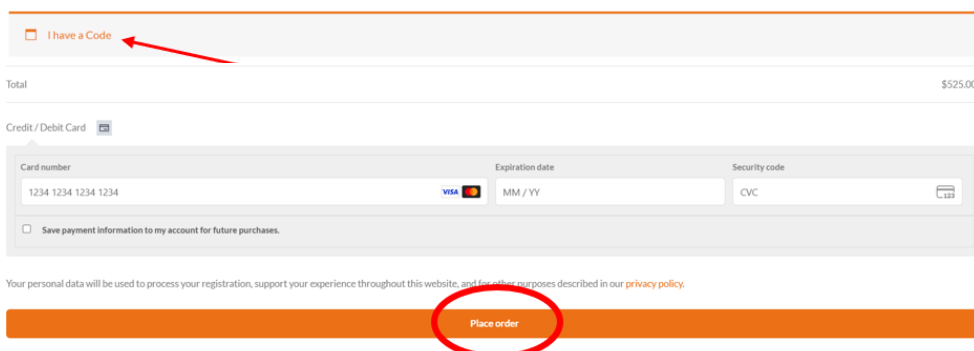**Step 13:** Select 'Save and Preview' to review your listing entry.

Step 14: Once 'Save & Preview' has been clicked, you will be redirected to the payment page.

Wait until we process the submission and direct you to the next page for billing information.

If you have a coupon code, you can enter it on this page.

Fill in your ==payment details== and scroll down to view your payment summary. Review your payment summary then enter your card details. Once you have entered your card details, click 'Place Order'. You will receive a payment confirmation email once your order has been placed.

That's it! The Sustainability Kiosk team will review your listing and reach out to you for any clarifications within 2 working days.

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If you have any queries whilst registering your solution, you can contact us at info@sustainabilitykiosk.com.

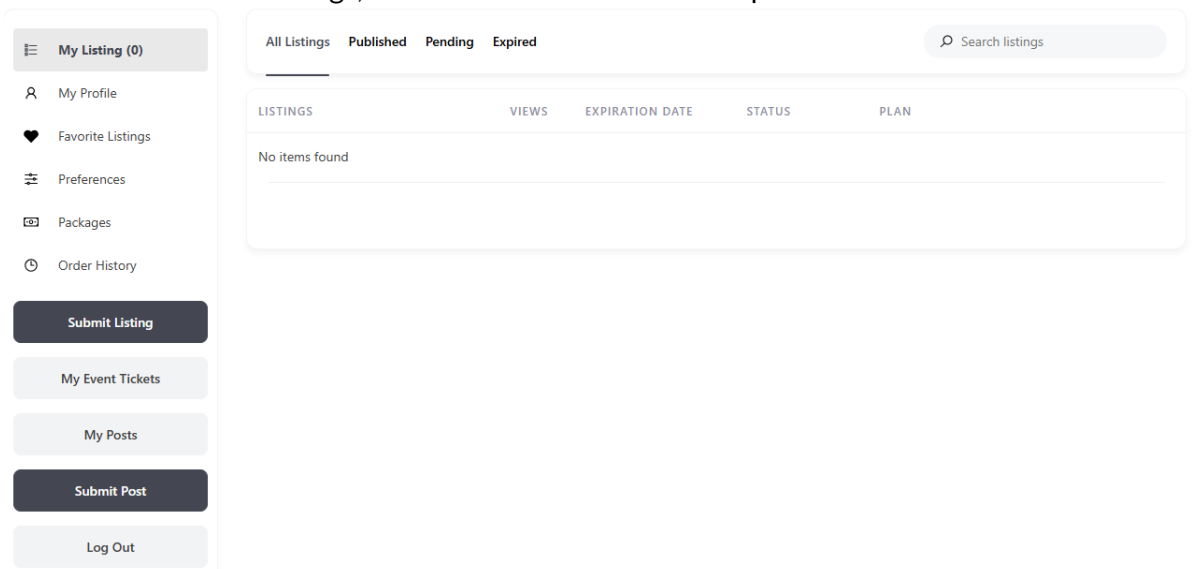To Go Back To Top of the Document

Additional points:

1. **Sustainability Kiosk Dashboard (new feature)**
   Access to

   - Submit a written post

   - Edit your listings, and see your listing view count

   - Access event tickets for events

   - Certificates for attending training workshops

   - Previous orders and listings, with downloadable VAT receipts

Note: Please change your automatically generated password to a more secure password of your preference.

2. **Newsletters – Responsible Hospitality, subscriber base of 1800+ members as of May 2025**

   Enhanced listing: Featured in email newsletter

   Premium listing: Exclusive feature in two monthly newsletters and receive quarterly strategy sessions to optimise your marketing exposure

3. **Supplier Connect Webinar** – Monthly interactive webinar session to introduce Premium listing solutions around 3rd week of the month.

4. **Sustainability Stories Podcast** – A dedicated podcast rate for members of community with 41 published episodes, and global reach.

5. **Events:** Free access to 3 x Networking Events with Hoteliers and Kiosk Community members. This is a closed-door event with access to only Kiosk supplier community and hoteliers. Free Access to 2nd Annual **Responsible Hospitality Summit** for Enhanced and Premium listings. Attended by 140 delegates in 2024 at Anantara The Palm. Event delivered in collaboration with **Dubai Sustainable Tourism and World Sustainable Hospitality Alliance**

We look forward to having you onboard our Marketplace platform!

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