

## **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.

	<b>Price</b>	<b>Visibility USD \$0</b>	<b>Standard USD \$500</b>	<b>Premium USD \$1500</b>	<b>Partner Showcase USD \$3500</b>
	<b>Key Features</b>	Business Name	Everything in Visibility listing	Everything in Standard listing	Everything in Premium 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	<u>Responsible Hospitality Newsletter Feature</u>	No	No	Yes	Yes
7	<u>Supplier Connect Webinar</u>	No	No	No	Yes
8	Sustainability Stories Podcast	No	No	No	Dedicated Rate
9	3 Networking Events in a year	Non-Member Rate	Free Access x1	Free Access x1	Free Access x2



10	<u>Annual Summit (Responsible Hoteliers)</u>	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.

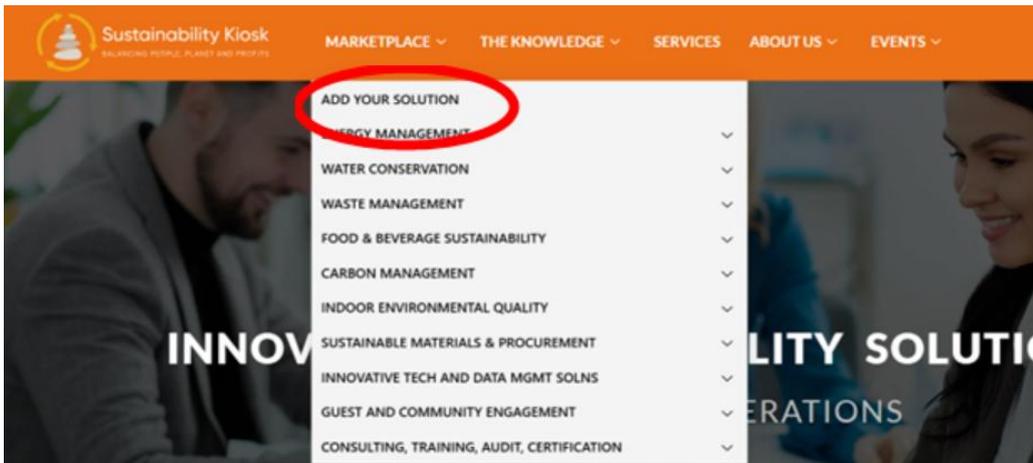
The screenshot shows the top navigation bar of the Sustainability Kiosk website. The navigation bar is orange and contains the following items from left to right: the Sustainability Kiosk logo, the text 'Sustainability Kiosk BALANCING PEOPLE, PLANET AND PROFITS', and several menu items: 'MARKETPLACE', 'THE KNOWLEDGE', 'SERVICES', 'ABOUT US', and 'EVENTS'. There is also a search icon and a 'Login' button. Below the navigation bar is a white login form with the title 'Login'. The form contains two input fields: 'Username or email address' and 'Password'. Below these fields is a checkbox labeled 'Remember me'. At the bottom of the form is an orange 'Log in' button and a link that says 'Lost your password?'.

## **Step 2:** Go to the 'MARKETPLACE' tab and select 'ADD YOUR SOLUTION'.



# Sustainability Kiosk

BALANCING PEOPLE, PLANET AND PROFITS



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

Listing Type	Price	Features
Visibility Listing	\$0 Per Year	List for free for solutions approved by Sustainability Kiosk
Standard Listing	\$500 Per Year + 5% VAT	Business name, short description, up to 3 solutions, Member rate for annual summit and 3 networking events
<b>Best Value</b> Premium Listing	\$1500 Per Year + 5% VAT	Everything in Standard listing + Webinar + one free access to summit & 3 networking events
Partner Showcase Listing	\$3500 Per Year + 5% VAT	(Limited availability) Everything in Premium listing + Desk space at Responsible Hoteliers Summit



# Sustainability Kiosk

BALANCING PEOPLE, PLANET AND PROFITS

**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, Description, Category, Images and Sustainability Certifications. Ensure your title is concise and straight forward to understand (8 words or less). The description can be a detailed explanation of your product, including its uses and benefits.

The screenshot shows the 'General Section' form with the following fields and options:

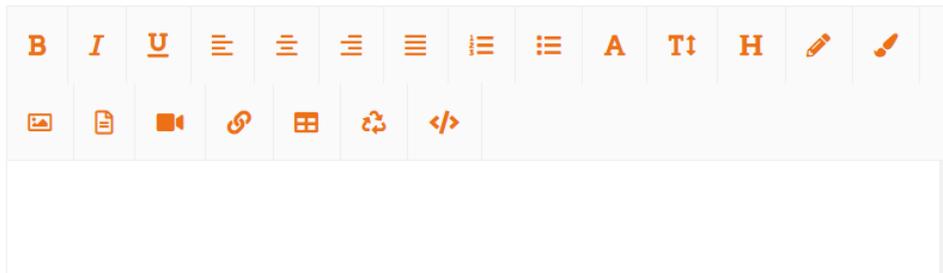
- Product Title:** A required field with a red asterisk. Below it is a placeholder text: "A concise, compelling name and a brief tagline that encapsulates your solution's essence."
- Description:** A rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, and Table. There are also 'Visual' and 'Code' tabs.
- Character Limit:** A note at the bottom of the description field states "Max of 500 Characters".



Add your **Sustainability Certifications**. The type of certification and year obtained is sufficient.  
*Note: Sustainability Certifications are available for Standard/Premium/Partner Showcase listings only.*

Sustainability Certifications:

*Listing only, no uploads; e.g., LEED, Cradle to Cradle, Green Seal*



Add the **Category** of your solution.

You can research on the website to understand the category and sub-category your product/solutions fit into. 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 100KB with dimensions of 1080x1080, in JPG/PNG format. The total file sizes cannot exceed 1MB.*

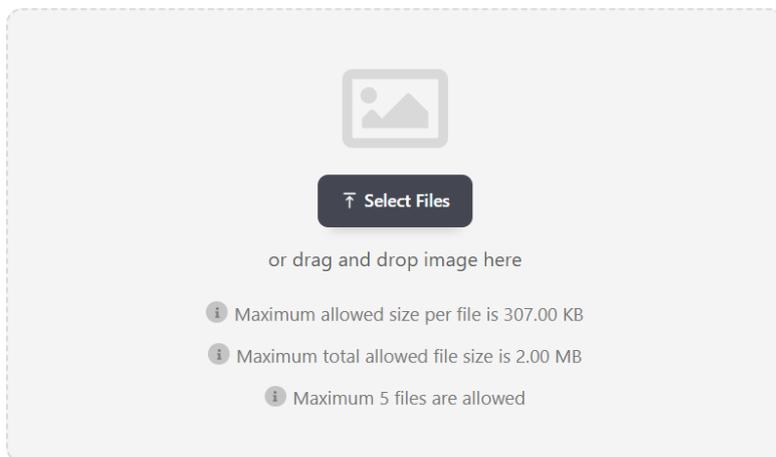
*You can resize your images on an external link [here](#).*

*Visibility – 1 file upload*

*Standard – 5 file uploads*

*Premium – 8 file uploads*

*Partner Showcase – 9 file uploads*



Dimensions of the image 1080 x 1080

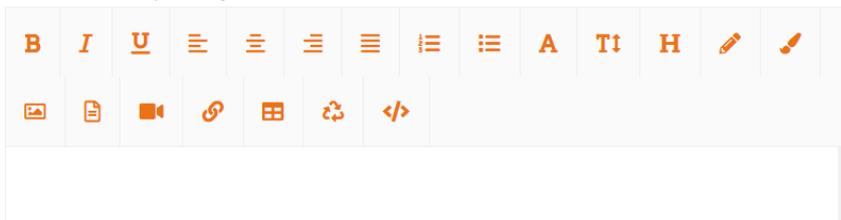


**Step 6:** Scroll down to add your **Impact**. This is to capture what is the real problem the solution/product solves for, i.e. what is the expected ROI and Social returns from implementing the solution.

*Note: Impact is available for Standard/Premium/Partner Showcase listings only*

## Impact

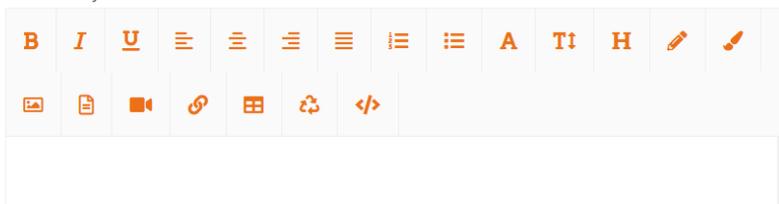
Please list the impact of your solution:



**Step 7:** Scroll down to add your **Validation Partner**. 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.

## Validation Partner / Success Story

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/Premium/Partner Showcase listings only.*

## Pricing

Pricing: \*

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

**Step 9:** Upload your **product brochure and video**, if you have them.

*Note: Brochure upload/product video are available for Standard/Premium/Partner Showcase 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



## Video

Video:

Only YouTube & Vimeo URLs.

**Step 10:** Upload links to your Supplier Connect webinar and Sustainability Stories podcast.

*Note: Podcast/webinar section is for Standard/Premium/Partner Showcase listings only.*

## 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**.

*Note: This is for Standard/Premium/Partner Showcase listings only.*

 **Contact Information**

Zip/Post Code:

Phone:

Email:

Social Info:

+ Add Social

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

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.

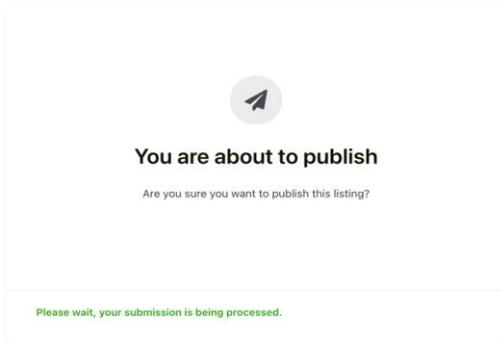


**You are about to publish**

Are you sure you want to publish this listing?

**Save & Preview**

**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.

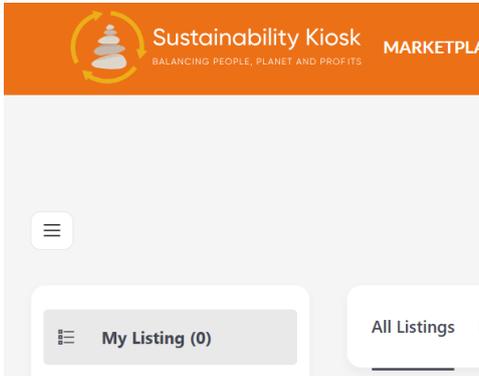
That's it! The Sustainability Kiosk team will review your listing and reach out to you for any clarifications within 3 working days.



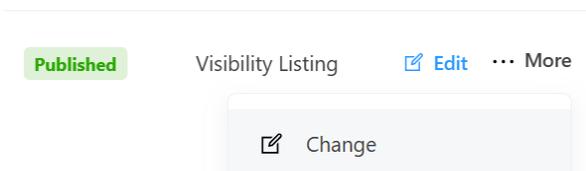
## **To upgrade your existing listing package**

**Step 1:** [Log in](#) to your dashboard.

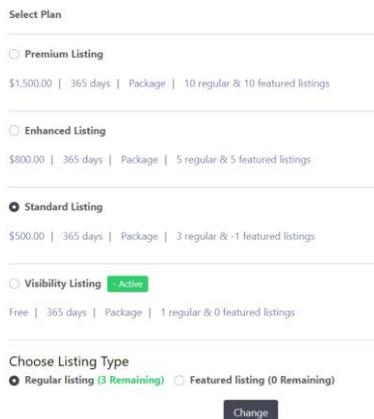
**Step 2:** On the dashboard, select 'My Listing'.



**Step 3:** Find the listing you would like to upgrade and click 'More > Change'



**Step 4:** Review the types of listing and select which one you would like to opt for. Then click 'Change'.





# Sustainability Kiosk

BALANCING PEOPLE, PLANET AND PROFITS

**Step 5:** You will be redirected to a payment page. Please enter your billing details, review the package and enter in your payment method. Once the payment has gone through, you will receive an email confirming your registration.

**Step 6:** Head back to your dashboard, find the listing and click 'Edit' to access the new features.

If you have any queries whilst registering your solution, you can contact us at [info@sustainabilitykiosk.com](mailto:info@sustainabilitykiosk.com).

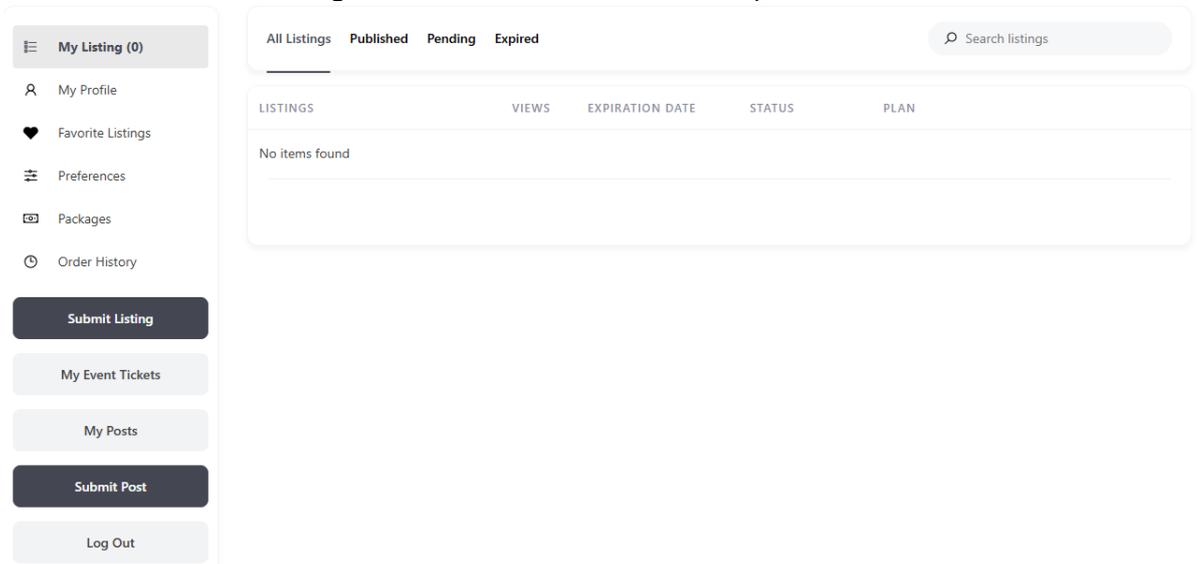
[To Go Back To Top of the Document](#)

## Additional points:

### 1. [Sustainability Kiosk Dashboard](#):

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 3000+ members as of February 2026
3. [Supplier Connect Webinar](#) – Monthly interactive webinar session to introduce Partner Showcase listing solutions around 3<sup>rd</sup> week of the month.
4. [Sustainability Stories Podcast](#) – A dedicated podcast rate for members of community with 46 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 2<sup>nd</sup> Annual [Responsible Hospitality Summit](#) for Enhanced and Premium listings.

1