



SUBMISSION GUIDE

Hotel & Hospitality Awards 2026

How to Register & Submit Your Entry

 **ENTRY DEADLINE: THURSDAY, 13 AUGUST 2026**

 **AWARDS@HOTEL-HOSPITALITYEXPO.COM**

Hotel & Hospitality Expo Saudi Arabia: 15 – 17 September 2026 | Riyadh International Convention & Exhibition Center (RICEC)

INTRODUCTION

Welcome to Your Submission Guide

Congratulations on taking the first step towards entering the Hotel & Hospitality Expo Saudi Arabia Awards 2026. This guide walks you through the complete submission journey on Awards Force, from creating your account to submitting your final entry.



**Register an
account**



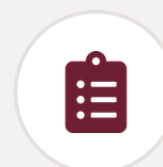
**Complete &
submit your entry**



**Await the judges'
decision**

You can save your progress at any point and return to finish later, right up until the deadline.

BEFORE YOU BEGIN



Read the eligibility criteria

Make sure your nomination meets the requirements before you start.



Prepare your supporting documents

Gather logos, photos and files in advance to save time later.



Save your progress anytime

You can leave and return to your entry before the deadline.



One submission per category

A separate entry is required for each award category.

01 Create Your Account

STEP 1 OF 14



PURPOSE

Create your Awards Force account using a valid email address.

WHAT TO DO

- 1 Enter your email address
- 2 Click Continue
- 3 Check your inbox for a verification code



TIP

Use an email address you check regularly — every update about your entry will be sent here.



Log in or register

Email

Continue

Share



Hotel & Hospitality Awards 2026

Start here

1 Register an account.

2 Start your entry (save it in-progress).

3 Submit your entry to be judged.

Best of luck!

For any questions, please contact awards@hotel-hospitalityexpo.com

02 Verify Your Email

STEP 2 OF 14



PURPOSE

Confirm your email address to activate your account.

WHAT TO DO

- 1 Open the verification email
- 2 Copy the 6-digit code
- 3 Enter the code and click Continue



TIP

Can't find the code? Check your spam or junk folder before requesting a new one.



Security verification

Enter 6-digit code sent to
name@company.com

	—	—	—	—	—
--	---	---	---	---	---

[Resend code](#)

Continue

[Cancel](#)

PURPOSE

Add your personal and organisation details to finish setting up your account.

WHAT TO DO

- 1 Enter your first and last name
- 2 Create a secure password
- 3 Agree to the terms and complete registration

HOTEL & HOSPITALITY EXPO SAUDI ARABIA

Register

First name

Last name

Email

Password
Must be at least 12 characters, including a number, an upper-case and a lower-case letter and a special character.

☐ I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).

☐ I agree to receive notification and communication emails or SMSs from Hotel & Hospitality Awards 2026. You may withdraw your consent at any time.

Complete registration



Hotel & Hospitality Awards 2026



Eligibility

- All entries should relate to event editions or initiatives organized between **May 31, 2025, and June 1, 2026**. Entries that do not adhere to eligibility period will be disqualified.
- To be eligible, nominations must be submitted for events, companies, or individuals based exclusively within **Saudi Arabia**.

Important Dates

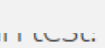
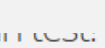
- All entries must be submitted by **Thursday, 13 August 2026**, 6:00 PM (Saudi Arabia Time)
- Please note that the system will automatically prevent entry submissions after the deadline.
- Winners will be announced at the Awards ceremony on **Thursday, 17 September 2026**, at the Hotel & Hospitality Awards, Riyadh International Convention & Exhibition Center (RICEC).

Important Information

If you have any questions on the entry process, please contact the organisers by email to awards@hotel-hospitalityexpo.com

- **There is no fee to submit an entry.** Your submission will be valid provided the entry meets all award criteria.
- You may edit your entry after submitting, up until the entry deadline.
- Please make sure all your personal details are entered accurately, including contact details.
- You are eligible to enter more than one category, as long as the work submitted meets the criteria.
- You can use the 'copy' feature to create a copy of your entry and change the category as required.
- Incomplete entries will not be included for judging.

My entries

Hello,  

You have no entries yet. What are you waiting for?

Start entry

PURPOSE

Your dashboard is where you manage every entry you submit.

WHAT TO DO

- 1 Review the eligibility and important dates
- 2 Check the status of any existing entries
- 3 Click Start Entry when you're ready



TIP

You can save your progress at any time and return to this dashboard before the deadline.

PURPOSE

Select the award category that best matches your submission.

WHAT TO DO

- 1 Open the category dropdown
- 2 Select your chosen category
- 3 Enter a clear entry name



IMPORTANT

One submission is required for each award category you wish to enter.

The screenshot displays the 'Start entry' form for the 'Hotel & Hospitality Expo Saudi Arabia Awards'. The form is divided into several sections, with the 'Choose Category' section being the primary focus. This section includes a 'Category' dropdown menu, a list of award categories, and an 'Entry name' text field. The 'Entry name' field is highlighted with a red box. Below the 'Entry name' field is a checkbox for 'Is the nominated individual, team, or company based exclusively within Saudi Arabia?'. At the bottom of the form, there is a 'Save + next' button and a 'Cancel' button. A red error message at the bottom states: 'Please select a category and entry name.'

Choose thumbnail My entries → Entry form → Start entry
All questions must be answered, unless marked optional.

Choose Category Nominator Details Let's Get Social! Participant's Information Mandatory Documents Supporting Documents

Category

- Award for Best Use of Technology
- Award for Environmental Excellence
- Best Budget Hotel
- Best Business Hotel
- Best Café of the Year
- Best Casual Dining Restaurant
- Best Fine Dining Restaurant
- Chef of the Year
- Executive Leadership Team of the Year
- F&B Icon of the Year
- Hospitality Icon of the Year
- Hospitality Leader of the Year
- Housekeeping Team of the Year
- Luxury Hotel of the Year
- Rising Star of the Year (5 years in industry)

Choose thumbnail My entries → Entry form → Start entry
All questions must be answered, unless marked optional.

Choose Category Nominator Details Let's Get Social! Participant's Information Mandatory Documents Supporting Documents

Category

Entry name

Is the nominated individual, team, or company based exclusively within Saudi Arabia?

I would like to receive updates on the progress and status of my Hotel & Hospitality Expo Saudi Arabia Awards entry. I understand I can opt out at any time by clicking unsubscribe or contacting dmg events. For further details, see the dmg events Privacy Policy here: <https://www.dmgevents.com/privacy-policy/>.

Save + next **Cancel**

Please select a category and entry name.

Save + next **Cancel**

Please select a category and entry name.



PURPOSE

Stay updated on your entry,

WHAT TO DO

- 1 Select yes from the highlighted box to receive updates.

Choose thumbnail

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

Choose Category

Nominator Details

Let's Get Social!

Participant's Information

Mandatory Documents

Supporting Documents

Category

Best Budget Hotel

This award recognises a budget hotel that consistently delivers exceptional comfort, service and value while maintaining high standards of hospitality. It celebrates hotels that provide affordable accommodation without compromising on quality, cleanliness or guest satisfaction. The judges will evaluate the following:

- **Value for money:** The hotel's ability to deliver excellent accommodation and services while offering outstanding value.
- **Cleanliness and comfort:** The quality and consistency of housekeeping, facilities and guest comfort throughout the property.
- **Service quality:** The professionalism, friendliness and efficiency of the hotel's service delivery.
- **Guest satisfaction:** The overall guest experience, including guest feedback, reviews and operational performance.

Download blank entry PDF for reference

Entry name

Is the nominated individual, team, or company based exclusively within Saudi Arabia?

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Save + next

Cancel



Choose thumbnail [My entries](#) → [Entry form](#) → [Start entry](#)
All questions must be answered, unless marked optional.

Choose Category | Nominator Details | Let's Get Social! | Participant's Information | Mandatory Documents | Supporting Documents

Category
Best Budget Hotel

This award recognises a budget hotel that consistently delivers exceptional comfort, service and value while maintaining high standards of hospitality. It celebrates hotels that provide affordable accommodation without compromising on quality, cleanliness or guest satisfaction. The judges will evaluate the following:

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[Download blank entry PDF for reference](#)

Entry name

Is the nominated individual, team, or company based exclusively within Saudi Arabia?

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Save + next | Cancel

PURPOSE

Understand exactly what judges are looking for before you continue.

WHAT TO DO

- 1 Read the full category description
- 2 Note the judging criteria listed
- 3 Download the reference PDF if needed
- 4 Click Save + Next to continue



TIP

Once you click Save + Next, you can complete the remaining tabs in any order.

Choose Category

Nominator Details

Let's Get Social!

Participant's Information

Mandatory Documents

Supporting Documents

Name of person submitting the nomination

Job Title

Company Name

Contact Number

 +41

Email Address

Country of Residence

Save + next

Save + close

Preview

Submit entry

PURPOSE

Provide the details of the person submitting the nomination.

WHAT TO DO

- 1 Enter the nominator's name and job title
- 2 Add company name and contact details
- 3 Select the country of residence



TIP

The nominator email will receive all official correspondence relating to this entry.

PURPOSE

Showcase your work by linking your social media channels. This step is optional.

WHAT TO DO

- 1 Add your website and social handles
- 2 Leave any field blank if not applicable
- 3 Click Save + Next to continue



TIP

Adding your links is optional, but it helps us tag and recognise you across our channels.

Choose thumbnail

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

Choose Category

Nominator Detail

Let's Get Social!

Participant's Information

Mandatory Documents

Supporting Documents

1 Social Media Handles

Please share the links to your social media profile so we can tag you in our posts and give you the recognition you deserve!

Please provide the website for your company, event, or venue, whichever is applicable. (optional)

Example: www.thehotelshowsaudi Arabia.com/

Please provide the Facebook handle for your company, event, or venue, if applicable. (optional)

Example: www.facebook.com/hhexposaudi/

Please provide the X (formerly Twitter) handle for your company, event, or venue, if applicable. (optional)

Example: x.com/HHEXPOSaudi

Please provide the LinkedIn handle for your company, event, or venue, if applicable. (optional)

Example: www.linkedin.com/company/hhexposaudi

Save + next

Save + close

Preview

Submit entry

PURPOSE

Provide details about the individual, team or property being nominated.

WHAT TO DO

- 1 Answer each required question
- 2 Stay within the word limits shown
- 3 Review your answers for clarity



REMEMBER

Required questions must be completed before you can submit your entry.

Choose thumbnail My entries → Entry form → Start entry
All questions must be answered, unless marked optional.

Choose Category Nominator Details Let's Get Social **Participant's Information** Mandatory Documents Supporting Documents

Please provide a description of your nomination. 0 / 250 words (Please note that if you are shortlisted, this will be used by our marketing team for promotional activities)

How do you deliver exceptional value and comfort within a budget-friendly framework? 0 / 300 words

What steps do you take to ensure cleanliness and guest satisfaction? 0 / 300 words

Provide examples of guest feedback or reviews showcasing your hotel's success. 0 / 300 words

Save + next Save + close Preview Submit entry

Upload Mandatory Documents

Choose thumbnail My entries → Entry form → Start entry
All questions must be answered, unless marked optional.

Choose Category Nominator Details Let's Get Social! Participant's Information **Mandatory Documents** Supporting Documents

Provide your company's high-resolution logo	Upload a clear file of your company logo in (JPG/PNG, max 5MB).
 Drag your file here or Select file	
Attachment 1 - Provide high-resolution photos of the property and team	Upload a clear image in (JPG/PNG, max 5MB)
 Drag your file here or Select file	
Attachment 2 - Provide high-resolution photos of the property and team (optional)	Upload a clear image in (JPG/PNG, max 5MB)
 Drag your file here or Select file	
Attachment 3 - Provide high-resolution photos of the property and team (optional)	Upload a clear image in (JPG/PNG, 5MB)
 Drag your file here or Select file	
Attachment 4 - Provide high-resolution photos of the property and team (optional)	Upload a clear image in (JPG/PNG, 5MB)
 Drag your file here or Select file	

PURPOSE

Attach the required documents for your chosen category.

WHAT TO DO

- 1 Confirm every mandatory field is complete



IMPORTANT

Any links must remain active throughout judging. Temporary links such as WeTransfer should not be used.

Choose thumbnail

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

Choose Category

Nominator Details

Let's Get Social!

Participant's Information

Mandatory Documents

Supporting Documents

Additional Supporting Materials

- Provide supporting materials to strengthen your application, such as guest/client feedback, case studies, media coverage, or relevant data and metrics.
- Reports/Research: Share data or metrics that highlight your results.
- Press Coverage: Include articles or media mentions showcasing recognition.
- Please keep it brief, as judges have limited time to review submissions.

Guest reviews or testimonials (optional)

Share guest reviews or testimonials in the box provided.

Photos of rooms and facilities (optional)

Drag your file here or

Select file

Upload a minimum of three images (JPG/PNG)

Attachment 2- Upload high resolution photos of rooms and facilities

Drag your file here or

Select file

Upload a clear image in (JPG/PNG, max 5MB)

Attachment 3- Upload high resolution photos of rooms and facilities

Drag your file here or

Select file

Upload a clear image in (JPG/PNG, max 5MB)

Operational reports (optional)

Drag your file here or

Select file

Upload a single PDF containing operational reports.

PURPOSE

Strengthen your entry with additional supporting materials.

WHAT TO DO

- 1 Upload any supporting materials to your entry
- 2 Paste links to any supporting videos



TIP

Strong supporting material helps judges understand the full impact of your work.

The screenshot shows a submission form with the following elements:

- A file upload section with a "Select file" button.
- A section for "Videos of key facilities (optional)" with a text input field containing "https://".
- A large dashed box for attachments with an upload icon, the text "Drag your files here or", and a "Select attachments" button.
- A bottom bar with three buttons: "Save + close", "Preview" (highlighted with a red box), and "Submit entry".

PURPOSE

Review your full submission before sending it in.

WHAT TO DO

- 1 Click Preview to see your complete entry
- 2 Check every section carefully
- 3 Return to any tab to make final edits



TIP

Ask a colleague to review your entry before submitting, for a fresh pair of eyes.

Choose Category

Nominator Details

Let's Get Social!

Participant's Information

Mandatory Documents

Supporting Documents

Attachment 2- Upload high resolution photos of rooms and facilities


Drag your file here
or

Select file

Upload a clear image in (JPG/PNG, max 5M)

Attachment 3- Upload high resolution photos of rooms and facilities


Drag your file here
or

Select file

Upload a clear image in (JPG/PNG, max 5M)

Operational reports (optional)


Drag your file here
or

Select file

Upload a single PDF containing operation

Videos of key facilities (optional)

https://

Please provide a link to your video(s). To er
WeTransfer). As the awards team won't be


Drag your files here
or

Select attachments

Save + close

Preview

Submit entry

Save + close

Preview

Submit entry

PURPOSE

Send your completed entry for judging.

WHAT TO DO

- 1 Confirm every section shows as complete
- 2 Click Submit Entry
- 3 Save your confirmation email for your records



REMEMBER

You'll receive a confirmation email once submitted. If it doesn't arrive within 24 hours, contact us at awards@hotel-hospitalityexpo.com.



Need Help?

If you experience any issues while completing your submission, our team is happy to help.

✉ awards@hotel-hospitalityexpo.com

We wish you the very best of luck with your entry.