Sydney Hills Business Chamber Education Marketplace

Terms & Conditions

Members who have held an active chamber membership for a minimum of 6 months will be eligible to list their training workshops and events on the education marketplace.

One listing applies to one training topic only. If you have multiple training topics you will need to make an application for each topic separately and pay a listing fee for each topic.

Sydney Hills Business Chamber reserves the right not to post details of a workshop if it deems the workshop to be offensive or against the rules of the chamber in its absolute discretion.

If you cease to be a member of the chamber your listing will be removed from the marketplace.

Refunds will only be provided in the event your listing does not comply with SHBC marketplace guidelines or is deemed inappropriate in SHBC absolute discretion. Refunds will not be provided in these circumstances:

  - the applicant ceases to become a Sydney Hills Business Chamber member while the listing is active.

  - If your live event is cancelled or the date is re-scheduled beyond the original listing expiry date.

  - If you cancel your listing before the end of the listing period.

Frequently Asked Questions

What happens once I submit my application?

You will receive an email confirmation that we have received your application and your listing will be live on the marketplace within 2-3 business days.   Visitors to the marketplace will see the image you uploaded along with the Title of your workshop and Description.   Marketplace visitors can click on the image, and they will be redirected to the URL destination you nominated in the application, where they can learn more about your workshop or event.

Can I charge a fee for my workshop or training event, and is there a limit on how much I can charge?

Yes, you can list workshops that are either Free or Fee Based. Members can nominate the price of their workshops and training events at their own discretion, the price of the event will not be shown on your listing, this will appear you own landing page (eg event ticketing page).

What if my listing is incorrect and requires updating?

Please email support@sydneyhillsbusiness.com.au to notify of the error and request it to be updated.

How do I cancel my listing?

If you need to cancel your listing before the listing period end date, please send an email to support@sydneyhillsbusiness.com.au requesting early removal of the listing detailing your name, organisation, the workshop title and workshop description of listing. Refunds will not be provided for cancellations.

Will my listing automatically renew?

No. The listing will be automatically removed upon expiry of the listing period. Each member will be required to complete the application process again to list the same workshop for a further period. You will receive an email notifying you of the upcoming listing expiry date.

What if my workshop has recurring dates or options for session dates?

If your workshop has recurring or choice of dates for your attendees for the same topic, you should choose the annual listing option and include a URL destination link to the main booking page on your own site that has the range of dates to choose from for your attendees. Your listing will stay active and visible for the year.

What happens if my Live Workshop Event is a one time event falls within 6 weeks from listing on the marketplace, will I be refunded the unused portion of a 3 month listing fee?

No. The 3 month listing fee has been kept low and affordable to account for this and provide enough time for once-off live events to occur.

Will my workshop become more prominent on the marketplace as it gets closer to the event date?

No. We reserve the right to display the details of any Member workshops in any order and we can not guarantee the priority listing or prominence on the Marketplace. We suggest you identify the workshop date clearly on the graphic tile so marketplace visitors are aware of the date.