

**Rootlight Inc. Event Cancellation and Change Policy**  
**Harmonyum I & II in Zurich, Switzerland**  
**October, 2010**

**Item 1 Participant Cancellation**

1. Phone or email notification required: phone: 888 852-2100, email dawn@rootlight.com and orders@rootlight.com. Both emails must be given notice.
2. Participants who do not attend already paid for workshops receive no refund.

**Item 2 Participant Expenses – Hotel, Airline and Other Travel Related Expenses**

1. Rootlight will not be responsible for any costs of airline tickets, hotel reservations, etc.
2. It is recommended all reservations be made so that you have the option to cancel or reschedule all travel related services.

**Item 3 Rootlight Cancellation of Event Due to Natural Disasters, Civil Unrest, Epidemic or Any Other Reason**

1. Rootlight will offer full refund of event registration.
2. No refunds for airline tickets, hotel reservations or other associated costs.
3. Notification will be made by email and/or phone to participant.

**Item 4 Participant Information**

Participant agrees to check emails and voice mails for Rootlight preparation instructions for event and any updates or changes made for the event on a timely and regular basis. Rootlight is not responsible for costs incurred for information not reviewed by event participant.

**Item 5 Out of Court Settlement**

Any and all disputes, differences and disagreements arising between us shall be settled by arbitration in New York City under the rules of the American Arbitration Association, and the judgment of the award of the arbitrators may be entered in any court of competent jurisdiction. The tribunals and courts of the State of New York shall have exclusive jurisdiction over all matters arising in connection with this contract.

**Initial payment of the training indicates agreement to the above terms and conditions.**