



IMPORTANT NOTICES *for* WETZLAR ANNUAL MEETING

LIMITED ROLE IN WETZLAR TRAVEL BY LHSA

Potential participants are strictly notified that the Leica Historical Society of America (“LHSA”) is only coordinating a series of events with Leica AG in the region of Wetzlar, Germany, and is merely acting as a conduit for participants’ payment of certain Prepaid Fees to providers contracted by Leica AG in that region. LHSA is not a travel, tour, or lodging provider. LHSA has no association with any travel

or medical provider, and for the Wetzlar events, it has not and does not take on any medical care duties to any person. In its role as a coordinator with Leica AG, and as a conduit for certain Prepaid Fees, LHSA assumes no legal responsibility and/or liability for the health, safety, and welfare of any participant who may chose to register and/or attend the events in the region of Wetzlar, Germany.

YOUR RESPONSIBILITY FOR TRAVEL AND MEDICAL INSURANCE

Members, spouses, and guests (individually “participant”) that register for the Leica AG Wetzlar region events are strongly advised and urged to purchase an individual or family **TRIP CANCELLATION INSURANCE POLICY** for non-refundable travel costs and prepaid fees, a **MEDICAL EXPENSE / EMERGENCY INSURANCE POLICY**, and/or a **MEDICAL EVACUATION / REPATRIATION INSURANCE POLICY** for the individual participant’s health and welfare purposes. Such separate or package travel insurance policies are widely available at a reasonable cost.

At a minimum – as to overseas medical expenses and medical emergencies – participants should contact their current medical insurance provider to clarify physician and hospital coverage and payment procedures when traveling

abroad. Participants should then make their own informed decisions as to travel / medical insurance.

To purchase travel/medical insurance, contact a reputable travel agent, your existing insurance agent, or major travel companies such as AAA or American Express. An excellent online source of travel insurance comparisons is www.insuremytrip.com (1-800-487-4722).

Enclosed in this packet is a blue “Contact Information Form in the Event of Emergency.” Please fill out that form, giving the information you wish to have on file with the LHSA Administrator while in Germany. Return the form with your registration.

WETZLAR EVENT CANCELLATION POLICY & LATE REGISTRATION

GENERAL PROVISIONS AS TO PARTICIPANT CANCELLATION

All cancellations and applications for refunds must be requested in writing by the member, and, if mailed through the U.S. Postal Service, the postmark date

will be considered the date of the refund request. An e-mail to the LHSA office is also acceptable.

———— CANCELLATION ON OR BEFORE THURSDAY, AUGUST 12, 2010 ————

Registration, Meals & Transportation Prepaid Charges

(\$485). A \$195 fee per person will be retained and charged for each participant that cancels, resulting in a refund of \$290 per participant. Prepaid payments for tours are refundable. For participants registered for the 29 September Leica Akademie, a \$200 fee per person registered will be charged; any remaining balance of the prepaid Akademie fees by the member for any Participant will be refunded.

Hotel Prepaid Fee Reservations (\$120 single; \$160 double).

Any cancellation of a hotel prepaid reservation, held by

LHSA for payment to the hotel for the reserved hotel lodging nights, will result in a one night's deposit fee charge (either \$120 or \$160 to be paid to hotel), and the balance of the prepaid reservation will be refunded to the participant that made the prepaid reservation.

Timing of Refund for Cancellation in the Above Time

Frame. Once a timely written cancellation and refund request is received by the LHSA Louisville Office, a refund, in the amounts set forth above, will be made within a reasonable time (about 10 business days).

———— CANCELLATION AFTER THURSDAY, AUGUST 12, 2010 ————

Registration, Meals & Transportation Prepaid Charges

(\$485). Of the \$485 amount paid, \$410 will be retained as costs for each participant that cancels, resulting in a refund of \$75 per participant.

Hotel Prepaid Charges. After August 12, 2010,

participants are advised that cancellation of hotel prepaid reservations will result in either partial or total retention, by the hotel, of the hotel room prepayment. At a minimum, any cancellation of a hotel prepaid reservation will result in a one night's deposit fee charge (either \$120 or \$160) by the hotel. If some or all of the remaining portion of the hotel prepayment is to be refunded, such a decision as to the amount will be solely at the discretion of the hotel. The amount of any hotel refund may be affected by such variables – which may include, but are not limited to – the date of cancellation before or during the Wetzlar event; the number of room nights held by the hotel for the participant; and the ability of the hotel

to resell part or all of obligated hotel room nights of the canceling participant.

Tours and Leica Akademie Prepaid Fees. Prepaid fees for tours, for which canceling participants are registered, will not be refunded as those monies are obligated and due to tour operators. For participants registered for the September 29, 2010, Leica Akademie, the complete fee paid will be retained for the offered instruction and space in the school, and there will be no refund.

Timing of Refund for Cancellations Made after August 12.

Any hotel prepaid charge refund, once authorized by the hotel, will be made after the conclusion of the Wetzlar event. About 10 business days after the conclusion of the event, canceling participants will be advised as to the amount of the hotel refund, if any, and the refund of \$75 of the Registration, Meals & Transportation Prepaid Charges Package will be made at the same time.

LATE REGISTRATIONS AFTER FRIDAY JULY 9, 2010, AND NO LATER THAN THURSDAY, AUGUST 12, 2010

A member, after confirming with the LHSA Louisville Office that space is available, may register for the Wetzlar event, by paying a late registration fee of \$335 for each participant to be registered by that member. This late registration fee of \$335 for each such participant is non-refundable, and is in addition to all other monies that must be submitted for

Registration, Meals & Transportation Prepaid Charges, Hotel Prepaid Reservations, and Prepaid Tours.

No registrations will be accepted for the Wetzlar event after the close of business at 6:00 P.M. (EDT) on August 12, 2010.