

## AMWAY EXECUTIVE DIAMOND CLUB/ DIAMOND CLUB EVENT SUMMARY

<b>Significance</b>	Diamond Club is an Amway North America business conference that recognizes qualified Diamonds and above. Executive Diamond Club recognizes those at the Executive Diamond level and above.
<b>Qualification Period</b>	September 1 to August 31 each year.
<b>Qualification Criteria</b>	Must be in good standing and currently qualified as follows (based on the current Amway North America Growth Incentives program): <ul style="list-style-type: none"> <li>• Amway Diamond Club – qualified Diamonds and above</li> <li>• Amway Executive Diamond Club – qualified Executive Diamonds and above</li> </ul>
<b>Event Timing &amp; Duration</b>	This is an annual event for which the dates and location are announced at least 12 months in advance: <ul style="list-style-type: none"> <li>• Amway Diamond Club – 5 nights/6 days</li> <li>• Amway Executive Diamond Club – an additional 2 nights/3 days immediately before Diamond Club</li> </ul>
<b>Invitations</b>	Official invitations are sent the day event registration opens, 6–8 weeks before the event. Amway will pay for up to two qualified Diamonds per IBOship. Both individuals must be listed on the business.
<b>Event Registration</b>	Registration for Amway Executive Diamond Club/Diamond Club will be processed online during a specified time period prior to the event. Official invitations will arrive via email and contain a link to the event registration website. Additional event details will also be available on the event registration website.

**When traveling as invited guests of Amway, qualified IBO attendees will receive the following:**

<b>Air Travel</b>	Airfare for two qualified IBOs on the business: <ul style="list-style-type: none"> <li>• Qualified Diamonds will receive coach class airline tickets.</li> <li>• Qualified Executive Diamonds and above will receive first class airline tickets. Flight-downgrade incentives may be available at Amway's discretion.</li> </ul>
<b>Accommodations</b>	One hotel room: <ul style="list-style-type: none"> <li>• Qualified Diamonds will receive one standard guest room.</li> <li>• Qualified Executive Diamonds and above will receive one suite (if available). Suite assignment is based on in-market qualification level and North America FAA points.</li> </ul>
<b>Ground Transportation</b>	Airport transfers and Amway-sponsored activity transportation: <ul style="list-style-type: none"> <li>• Below Executive Diamond – standard transportation. Vehicles vary, based on availability and suitability.</li> <li>• Qualified Executive Diamonds and above – private limousine airport transfers. Vehicles for activity transportation vary, based on availability and suitability.</li> </ul>
<b>Amenities &amp; Activities</b>	As provided by Amway under the event program, for two attendees. Any additions or substitutions must be approved prior to the event. Please contact your National Accounts Representative.

#### Additional information

<b>Incidental Charges</b>	Incidental charges are not covered and are the responsibility of the attendee. Exception: North America Founders Council only – all reasonable room charges (except gift shop purchases, business center transactions, and spa products/services) are covered by Amway.
<b>Tax Reporting</b>	Portions of amenities, gifts, prizes, and activities may be reportable as income for attendees on IRS Form 1099.
<b>Cash-in-Lieu/ Downgrade Refunds</b>	No cash refunds or reimbursement will be provided as cash-in-lieu of attendance, or for hotel/airfare downgrades.
<b>Cancellation/No-Show</b>	If an attendee's cancellation, failure to attend, or change in travel plans results in hotel and/or airfare charges being incurred by Amway, the attendee will be required to pay all charges incurred.
<b>Buy-in Policy for Additional Guests and Family Not Listed on the IBO Business</b>	<ul style="list-style-type: none"> <li>• Buy-in packages for guests and children may be available at the IBO's expense. Buy-in options may include meals, activities, amenities, etc. Available buy-in options will be detailed on the event registration website. Travel and lodging for these guests will also be at the IBO's expense.</li> <li>• Guests and children not listed on the IBO's business may not attend the business elements of the program. These include business meetings, training, and the final night recognition.</li> </ul>
<b>Event Policy for more than 2 People on the IBO Business when the Business is below Founders Council Member Level</b>	<p>All IBOs named on the business may attend the event.</p> <ul style="list-style-type: none"> <li>• Transportation to the event and needed sleeping rooms are the responsibility of the IBO.</li> <li>• Amway will provide a limited-access badge to the event giving access to meetings, education breakouts, expo, and recognition.</li> <li>• Buy-in packages are available for purchase for all other aspects of the event, including parties, meals, activities, etc.</li> </ul>
<b>Event Policy for more than 2 People on the IBO Business when the Business is at Founders Council Member Level</b>	At Founders Council Member level, all expenses are covered for all of those listed on the businesses. Amway will pay all expenses (standard rooms and coach airfare) for these additional attendees.
<b>Diamond Club Successor Invitation Program</b>	When a successor of a qualified Diamond and above business meets the criteria of the Diamond Club Successor Invitation Program, they (and spouse) will receive the same treatment as a qualified Diamond. Please contact your National Accounts Rep for more details.
<b>Exception when the Diamond and above IBO Can Not Attend</b>	Up to two adult children or nonrelated business partners (listed on the business) may attend all elements of the Program at the qualified level in place of the qualified IBO. Costs will be covered by Amway based on what would be covered for the invited IBO.