

General Information

EVENT INFORMATION

- GENERAL EVENT INFORMATION

Mailings, airport transfers, attire, activities, children/additional guests, and more.

- HOTEL INFORMATION

Pre- and post-extensions, hotel assignments and room changes, and special room requests.

- TRAVEL INFORMATION

Ticketing, reservations, and reimbursement details for Amway Achievers.

GENERAL EVENT INFORMATION

WHAT'S INCLUDED IN YOUR AMWAY ACHIEVERS PROGRAM: As a guest of Amway, you will receive up to two airline tickets, one room for four nights, baggage handling, and be invited to participate in Amway-sponsored events. Transportation to and from Orlando International Airport (MCO) is also provided (on trip arrival and departure dates only). The Orlando Family Trip promotion allows Achievers qualifiers who also meet the qualifications outlined below to bring up to two children (or grandchildren) ages 12 and under to Orlando at Amway's expense. Amway will cover airfare, room, and activities for up to two children (or grandchildren) ages 12 and under. Meals or gift cards in reasonable amounts are included in this event.

1099: The Internal Revenue Service requires Amway to report all nonbusiness-related items such as activities and amenities. This will be indicated in the IRS Form 1099 you receive annually from Amway.

As business owners, you understand that reporting the correct amount of income to the IRS is important. Every year, we make your Annual Income Summary available online. Examples of items that are included in the IRS Form 1099 and your Annual Income Summary (at fair market value) include: • Bonus earnings • Gift cards/giveaways/raffles • Cash in lieu of trips/prizes • Trip amenities • Event tickets • Nonbusiness trips. We furnish earnings information to corporations on the Annual Income Summary.

AMWAY POLICY ON CHILDREN/GUESTS & BUY-INS: We know that many of you involve your families in your business. We applaud you! Your organization establishes parameters regarding the involvement of children at business events and so does Amway. Efforts are made to include children in certain activities during the Amway Achievers program, and guest buy-ins may also exist. In addition, your children and guests of all ages are invited to attend the Business Experience and Morning Workouts free of charge when accompanied by a qualified IBO. However, Amway Achievers functions such as the Business Meeting and Recognition are for qualified IBOs only, and children/guests are not permitted to attend them.

Buy-in Opportunities for Children/Guests

All buy-ins must be purchased during online registration. There will be limited availability to purchase buy-ins on-site at Amway Achievers 2015. Additional details will be available on the registration website (open approximately late August).

SCHEDULES, ETC.: When you complete your registration for the Amway Achievers event, you will receive a pre-event mailing in late October. This mailing will include postcards, luggage tags, and a more detailed daily schedule. Most Achievers will receive their airline reservations via an e-ticket.



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WHAT TO WEAR: Business casual attire is recommended for the Business Meeting and Product Expo/Education Sessions. Business attire is recommended for the Recognition Gala – and many Achievers prefer to dress up for this celebration in semiformal attire. All other group activities are casual; warm-weather wear, along with layers for cooler evenings, is suggested.

QUESTIONS: If you have any questions about Amway Achievers, please do not hesitate to call Amway Special Events at 800-365-9276. If you are uncertain of your qualification status, please contact your National Accounts Representative directly for additional information.

ADDITIONAL RESOURCES:

- Amway Achievers landing page at Amway.com or in Canada at Amway.ca (located in the Business Center under Events)
- Amway Achievers FAQs PDF at Amway.com or Amway.ca
- Amway Achievers General Policy Document PDF at Amway.com or Amway.ca

HOTEL INFORMATION

Walt Disney World Swan and Dolphin Resort

1500 Epcot Resorts Blvd.
Lake Buena Vista, FL 32830
Phone: 407-934-4000
swandolphin.com

HOTEL ASSIGNMENTS & ROOM CHANGES: Hotel accommodations will be based on qualified level and pin level. Requests to change room types cannot be accommodated.

EXTENDED STAY & ADDITIONAL ROOM REQUESTS: If you would like to arrive prior to November 30, 2015, or depart after December 4, 2015, please contact Amway Special Events to make your request after you have registered for the event online. You will be responsible for additional charges you incur before or after the Amway Achievers program dates. Our contracted rate for a standard room at Walt Disney World Swan and Dolphin Resort is \$203 (U.S.) plus tax and resort fee per night.

TRAVEL INFORMATION

TICKETING: Amway has contracted with several carriers to guarantee space for you. All travel (and accommodations) bookings and ticketing for Amway Achievers must be arranged through Amway Special Events.

Note: Amway cannot book tickets prior to receiving the final IBO qualification list (expected in early to mid-October). Please do not make your own reservations.

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FLIGHT RESERVATIONS: Amway Special Events will assist you in booking your flight once you have registered for the event and final qualification is complete. This process will be complete in early to mid-October. Once qualifications are final, please call Amway Special Events at 800-365-9276 to book flights. Registration must be completed and flights booked by November 8, 2015.

Amway Special Events must book all qualified Independent Business Owners' airline tickets. If you prefer to book your own flights, please call Amway Special Events at 800-365-9276 to get your air allowable amount and the appropriate Flight Reimbursement form. Registration must be completed and flights booked by November 8, 2015. Amway cannot guarantee that flights booked after this date will be covered entirely by your air allowable amount. If the cost of your airfare exceeds your air allowable amount, you will be responsible for paying the difference.

AIR TRANSPORTATION & AIR ALLOWABLE: Amway will provide round-trip air transportation for your program dates based on the best rates our operators are able to negotiate. The air allowable amount (airfare rate) is determined based on the date Amway Special Events Travel contacts you to discuss dates, actual flights, and airfare cost. This quote for airfare is noted in the phone log on the day our travel coordinator contacts you. It is considered your air allowable amount, or the maximum cost Amway will incur for your flight. With that in mind, please confirm your flights promptly when you're contacted. Any delays could cause the actual price of the flight to increase above your air allowable amount, incurring additional costs to you.

If you wish to use an alternate airline or make changes to your flight plan, or if you require specific airline flights and/or times, this may alter the cost of your ticket. Amway will pay only your air allowable amount; you will be responsible for any additional costs.

Note: Amway does not reimburse you for the use of miles from any frequent flier program or for Mileage Plus tickets.

Exception for Qualified Diamonds: Approved tickets purchased with frequent flier miles or a combination of frequent flier miles and cash or credit will be reimbursed at 60% of the air allowable amount following the same reimbursement process as a cash purchase. In this case, the reimbursement amount is reported on IRS Form 1099 as income to your business.

In the event you are unable to attend the event or you do not qualify for the event, any reimbursements you receive will be automatically deducted from your bonus.

AIRPORT TRANSFERS: Transfers to and from Orlando International Airport (MCO) will be provided on trip dates only. Amway Special Events staff will meet you in the baggage claim area to assist you with transfers to the hotel.

DRIVING/MILEAGE REIMBURSEMENT: If you choose to drive to Orlando rather than fly, you can receive reimbursement for the mileage of a direct round-trip route in one vehicle at the current allowable IRS rate per mile. The reimbursement amount is not to exceed the cost of round-trip airfare. A direct round-trip route is considered to be the distance from your hometown to Orlando as determined by the most direct mileage route indicated on MapQuest (a leading online resource for maps, driving directions, and routes).

To receive your driving reimbursement, you must fill out, sign, and return the Mileage Reimbursement Form at the Amway Achievers on-site Hospitality Desk, called The Source. This form must be submitted to the Hospitality Desk before departing the event. Otherwise, you cannot be reimbursed. Your reimbursement will be included in your monthly bonus payment approximately 6–8 weeks after the event.

Additionally, if you drive to the event, Amway will reimburse you for up to four nights of self-parking charges while staying at Walt Disney World Swan and Dolphin Resort during the Amway Achievers program dates. This will also be included on your monthly bonus statement.

The logo features the word "Amway" in a small, blue, sans-serif font above the word "achievers" in a large, bold, blue, sans-serif font. Below "achievers" is the text "ORLANDO 2015" in a smaller, blue, sans-serif font. The entire logo is set against a yellow circular background with a thin black border. The background of the top section of the page is a photograph of palm trees against a bright, sunny sky.

Amway
achievers
ORLANDO 2015

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LUGGAGE FEE REIMBURSEMENT: Due to charges imposed by the airline industry, you will be charged for each piece of your checked luggage. The Amway Achievers program will reimburse you for the first bag each way of your trip for a total of \$50* (U.S.) maximum per IBO attendee and Family Incentive child qualifier. You will receive reimbursement in your bonus approximately 6–8 weeks after the conclusion of the event. You do not need to submit a receipt. All other charges for additional luggage will be at your own expense. Check with your airline for specific charges.

Exception: Qualified Diamonds and above will receive reimbursement for two bags per person for each way of the trip, not to exceed \$100 (U.S.) per IBO attendee and Family Incentive child qualifier.

Exception: No luggage reimbursement will be provided for Qualified EDC/first-class passengers, because airlines do not charge luggage fees for first-class air travel.

***Total reimbursement amount to be based on current airline policy.**