



## RESERVATION FORM

Please fill out this form and submit to any Amway staff 5 days prior to the requested use of studio room. The MyStudio room is booked only when you have received a booking confirmation from Amway.

### MEETING INFORMATION

Organizer/ABO Name:	ABO No.	Contact #:
Preferred Date & Time of Usage:	Number of Attendees	Email Address:
Shop:	Date of Purchase:	Purchase/Order number:
<b>TYPE OF RESERVATION:</b> <input type="checkbox"/> <b>LIVE STREAMING</b> <input type="checkbox"/> <b>RECORDING</b>		
<b>GUEST SPEAKER: Name and ABO No.</b>		
<b><u>Meeting Agenda/Speaking topics:</u></b>		

### RESERVATION:

The Organizer/ABO must submit this reservation form to any Amway shop or thru email to [AmwayPH.ContactCenter@Amway.com](mailto:AmwayPH.ContactCenter@Amway.com).

### THE MySTUDIO SCHEDULES

1. The use of MyStudio shall be within the operating hours of the MY AMWAY PLACE.
2. Applicable days: Tuesday – Saturday
3. The time schedule will be limited to the following:
  - 10:30AM to 12:30PM**
  - 1:00PM to 3:00PM**
  - 3:30PM to 5:30PM**
4. First come first served basis

## **MyStudio USE:**

1. Eligible ABOs can hold and organize meetings at MyStudio in any My Amway Place for a maximum of 3 pax.
2. The MyStudio should be used for the AMWAY business only. Business not related to Amway is not allowed.
3. The Organizer/ABO understands that he or she is subject to the terms, conditions, rules, and standards set forth in the Amway Rules of Conduct, the Quality Assurance Standards, and the Digital Communications Standards.
4. The ABOs are not allowed to sell any ticket in attending the MyStudio. Any proposed mechanic of giving ticket must be prior approved by Amway.
5. The ABOs should observe cleanliness and order. No eating is allowed inside the MyStudio. ABOs can use the Amway Café for eating and drinking.
6. The ABO should use their own personal social media accounts (FB, Youtube, Zoom & MSTeams) for live streaming and uploading recorded sessions.
7. The ABO should inform the Duty officer should they intend to connect their personal laptop or external drive to the system.
8. Extending hours are prohibited to allow for preparation for the next studio user. ABO must start and finish on time.
9. Any technical problem to Amway properties inside the MYStudio should not be fixed/repared by the user. Only Amway dedicated personnel should fixed/adjust any of the equipment. Equipment is not allowed to be brought outside the premises.
10. The Organizer/ABOs will be charged for any loss or damage on company's equipment that may occur inside and during the use of the facilities. Charges of loss or damage equipment will be based on the repair cost provided by the service center or the current market value if no longer repairable or loss.
11. A Duty Officer will provide the Organizer/ABOs the checklist form for the equipment before and after use. ABO to sign and keep the checklist form.
12. Amway Philippines is neither responsible nor liable for the theft, loss, or damage to materials, equipment, or other personal property of users and guest.

## **Health & Safety Protocol Procedure:**

1. ABO must complete the following standard health protocols before entering the store:
  - Accomplish the contact tracing thru QR Code
  - Temperature check
  - Sanitize
2. ABO guest that is not wearing proper PPE will not be admitted in the room.
3. Maximum of only 3 persons are allowed in the room including the Duty officer.
4. The Duty Officer is not required to stay in the room. The officer will only go in the room during the start and end of the session and due to technical problems.
5. One speaker is allowed at a time.
6. The following Safety configuration during the booking must be followed in the room:
  - 1 speaker (face shield only)
  - The rest of the guest should be wearing face shield and mask.
7. Social distancing must be followed at all times. The studio observed 2 meters apart configuration. ABO/Guests are not allowed to reconfigure, transfer or move tables, chairs and equipment without getting permission from the Duty Officer.
8. An air purifier (Amway Atmosphere), alcohol, and an Acrylic countertop shield are provided in the studio.
9. All studio equipment are sanitized before and after a booking.
10. The Duty officer will assist ABO/Guests if there is an emergency.

## **Cancellation and Re-scheduling Procedures:**

1. Cancellation:
  - a. ABO must inform Amway within 48hrs before the confirmed schedule if you need to cancel the booking.
  - b. ABO can inform us by sending an email to [AmwayPH.ContactCenter@Amway.com](mailto:AmwayPH.ContactCenter@Amway.com) or by going to the nearest Amway shop.
  - c. ABO can no longer reschedule their session if no show and advice were given to Amway regarding the cancellation.
  
2. Rescheduling:
  - a. ABO must inform Amway within 48hrs before the confirmed schedule if they need to reschedule the booking.
  - b. ABO to send the new date and time to [AmwayPH.ContactCenter@Amway.com](mailto:AmwayPH.ContactCenter@Amway.com) and wait for the confirmation of the new schedule via email.
  - c. Only one rescheduling is allowed per receipt.
  - d. Rescheduling is subject to the availability of slots

### **Validity:**

1. MyStudio is valid only on the purchase month.
2. Amway reserves the right to cancel any session if deemed necessary.

### **NON-COMPLIANCE**

1. Amway, in its sole discretion, may reject any future authorization of the Organizer/ABO who fails to comply with the terms of this policy.
2. Failure to comply with the terms of this policy may result in sanctions including but not limited to:
  - Suspension of meetings at the registered premises;
  - Non-recognition of awards;
  - Non-invitation to award trips;
  - Suspension of Distributorships (including non-recognition of qualification during the month of suspension);
  - Termination of Distributorship.

### **Organizer/ABO**

I, \_\_\_\_\_, ABO No.: \_\_\_\_\_, undertake of all the above conditions and understand my application form for the use of the MyStudio shall be effective upon approval by Amway Philippines and can be revoked at any time if I am not in compliance with the Amway Rules of Conduct, the Qualify Assurance Standards and Digital Communications Standards. I hereby certify that the information given above is true and correct. I shall also be fully responsible for all activities which involve in the meeting to Amway and local Authorities. I have read and I shall comply with all of Amway Philippines Rules of Conduct Quality Assurance Standards and the Digital Communications Standards.

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ABO signature over printed name