

*Top of the*  
**PYRAMID CLUB**

Meeting Overview

February 27 – March 3, 2010  
Four Seasons Punta Mita • Mexico



## Congratulations!

You have been chosen as a Top of the Pyramid council member for 2010. This is an extraordinary honor, and a testament to your perseverance and skill. The Top of the Pyramid Council is an advisory group of Regional Vice Presidents and Divisional Vice Presidents who will be the consensus voice when senior management needs feedback on product changes, sales opportunities, areas of improvement, or any other large wholesale adjustments.

Membership includes the TOP Incentive Trip for you and your spouse/guest. The trip is Saturday, February 27-Wednesday, March 3, 2010 at the Four Seasons Resort at Punta Mita, Mexico.

Thank you for your commitment to Transamerica Capital Management!

## Overview

The *2010 Top of the Pyramid Council Meeting* takes place over three days in Punta Mita, Mexico, with business sessions consuming a portion of each day. You will also have an opportunity for an activity of your choice, a spa treatment for your spouse/guest, group meal functions, and free time.

Punta Mita, Mexico is located 25 miles from Puerto Vallarta. This picturesque fishing village nestles in the southwest point of the Riviera Nayarit. It offers incredible white sand beaches, lush jungles, natural islands and the turquoise Pacific Ocean. The beach receives 345 days of sunshine a year!





## Mexico Information

Please read the following information thoroughly. This is an international trip, and some unique and very important information is contained in this correspondence.

### **Entry requirements**

Citizens of the United States will be required by the U.S. government to have a valid U.S. passport. It takes 10-12 weeks to process passport applications; for a fee, you can also expedite service in order to receive your passport within 2-3 weeks. For more information, visit <http://travel.state.gov/>.

## **Climate**

The average low temperature in February and March is 60 degrees; the average high temperature is 80 degrees.

## **Currency**

The peso is the national currency. One U.S. dollar will equal approximately 13 Mexican pesos (this amount can vary from day to day). The Four Seasons Resort takes U.S. dollars. Many offsite locations also take U.S. dollars, but it is not guaranteed. Therefore, if you are traveling outside the resort, it is recommended that you travel with the local currency, or at the very least U.S. currency in low denominations, with no tears or marks.

## **Phone communication**

Please contact your cell phone service provider to check rates and availability of your cell phone service while in Mexico. Phone calls from the hotel to the U.S. cost approximately \$3.50 per minute.

## **Tipping**

Tipping etiquette in Mexico is similar to the United States. A 15-20% tip is appropriate in restaurants, spas and for tour guides. Baggage handlers typically receive \$1-2 per bag and housekeepers \$2-5 per day, per person in your room. Please note that a taxi driver's tip is typically included in their fare; make sure to confirm the fare prior to getting into the taxi.

## **Electricity**

Mexico uses the same system as the U.S.; 110-volt/60-cycle, suitable for U.S. electronic devices. Three-prong outlets are scarce, so bring an adapter if you have three prong devices.

## **Time Zone**

Central Standard Time Zone

## **Language**

Spanish

## Meeting Registration

We plan to use an online registration system called *Sign Up 4* for meeting registration. Please use the link that you will receive from Keely Drever and complete your registration by January 8. If you have questions, please contact Keely Drever at [kdrever@aegonusa.com](mailto:kdrever@aegonusa.com) or 720.493.4050.



## **Spouse/Guest Attendance**

We are excited to include your spouse/guest in this trip! TCM will cover all air transportation, meal functions, a spa treatment and activity of choice for your spouse/guest.

## **Accommodations**

Four Seasons Resort Punta Mita, Mexico  
Bahia de Banderas  
Nayarit, Mexico 63734  
52 (329) 291.6000  
[www.fourseasons.com/puntamita](http://www.fourseasons.com/puntamita)

TCM has arranged hotel reservations for your arrival on Saturday, February 27 through your departure on Wednesday, March 3. Should you want to extend your trip either before or after the meeting, you are welcome to do so at your own expense and on a space available basis. The group rate that has been negotiated with the Four Seasons Resort Punta Mita Mexico is \$635 per night, and a credit card will be required to hold the reservation extension. Please indicate all extensions at the time that you register.

Maximum guest room occupancy is 2 adults and 2 minors (under the age of 18) per room. You may also put up to 3 adults into one room for an additional charge of \$80 per night. If you would like to upgrade your hotel room to a larger space, please indicate your needs when you register, and please do so as soon as possible so that we can do our best to accommodate your request. All upgrades will be covered as a personal expense and not by the meeting budget.





## **Air Transportation**

You will want to fly into the Puerto Vallarta International Airport. Please indicate your air preferences when completing your registration. AEGON Travel will use your registration to organize an itinerary that best meets your travel needs. Please review the itineraries that AEGON Travel forwards to you and proof for travel dates, proper name spellings, date of birth, gender, etc., and respond to the itinerary with approval to complete your booking. If you have unique travel needs, please contact AEGON Group Travel Services at 877.879.5204 to arrange your flights. AEGON Travel is open from 8:30 a.m-5:00 p.m. EST. When booking your flights, please mention the *TOP Incentive Trip*. Your flights will automatically be added to our master account.

Please book your flight by January 8, 2010. Note that there are limited flights to/from Puerto Vallarta, Mexico. TCM will cover the most reasonable flight for you and your guest/spouse that will put you into the meeting in time for the first event. If you are bringing children on this trip, it is your responsibility to cover their flights with your personal credit card; they will not be covered by the meeting budget.

## **Airport Transfers**

Transportation will be provided to and from the Puerto Vallarta International Airport based on your air itinerary arrival/departure. Further arrival information will be provided in the confirmation letter you will receive approximately one week before the event.



## **Attire**

TCM Business Sessions: Business Casual

## **Dinner Attire**

Saturday, February 27

No restrictions, casual dress recommended. Beach footwear suggested.

Sunday, February 28

No restrictions, casual dress.

Tuesday, March 2

No restrictions,

Men: Collared shirts and trousers with closed-toe shoes or dress sandals recommended.

Women: Dresses, skirts, dress shorts or evening trousers recommended.

## **Resort Policy**

Please see the resort website for additional attire reference. All restaurants at the resort have guidelines, and dress codes range from casual to evening wear.



## Thank-You Spa Treatment Sunday, February 28

As a special thank you to your spouse/guest for their support this year, we will arrange for a spa treatment for them at Apuane Spa, Four Seasons Resort, during your (TCM staff) meeting on Sunday, February 28. Please indicate which of these treatments your spouse/guest would like to receive when registering for this program.

**Punta Mita Signature Massage (50 minutes)** – This exclusive massage is the Apuane's own creation. An all-over relaxing massage using the massage technician's forearms, indigenous sage oil, tequila and traditional Mexican healing techniques.

**Hakali Massage (50 minutes)** – The Hakali massage is a rejuvenating massage that combines various indigenous flora and local techniques. Nopal or Hakali is the main ingredient used in the massage, and is well known for its many healing properties. This massage will help to remove toxins and re-hydrate the skin, leaving you feeling rejuvenated.

**Swedish Massage (50 minutes)** – This traditional Swedish massage promotes relaxation and other health benefits.

**Hydrating Facial (50 minutes)** – This moisturizing treatment re-mineralizes and hydrates the skin, leaving a healthy and youthful appearance.

**Temaztac Wrap (50 minutes)** – A Mayan body treatment to soften and moisturize the skin, using an elixir of rose, almond oil, protein-rich milk of vanilla, corn, wheat and orange.







## Activity Day Monday, March 1

TCM will cover an activity of your choice on Monday, March 1 for yourself and your spouse/guest. TCM Events department will handle the arrangements for your activity. Please indicate which of these activities you and your spouse/guest are interested in when registering for this program. If you have a child attending, their activity will need to be charged to your personal card (please see activity details for age restrictions).

**Pacifico Golf Course at Four Season (half day)** – Named the number one golf course in the world by the readers of *Conde Nast Traveler* in 2008, this Nicklaus-designed course is set amid vistas of white-sand beaches and the surrounding Sierra Madre Mountains. Enjoy the novelty and challenge of hole 3B, dubbed “The Tail of the Whale,” the world’s only natural island green!

**Swimming with Dolphins (half day)** – At the Vallarta Adventure Dolphin Center, both swimmers and non-swimmers can get up-close and personal with the Pacific Bottlenose dolphins. This educational and interactive program offers the unique opportunity to learn, swim and play with the dolphins. After the educational session you will head to the Dolphin Lagoons for a 40-minute in-water experience with the dolphins. Minimum age participation is 5 years. Children ages 5-10 need to be accompanied by an adult during the session.

**Snorkeling (half day)** – Discover the wonders of nature while exploring the warm waters that surround the Marietas Islands. This eco-friendly tour offers you the opportunity to experience the beauty of the natural attractions and diverse bird and marine life. Minimum age participation is 8 years.

**Deep Sea Fishing (full day with lunch)** – Calm waters and an incredible abundance of fish. This full-day adventure will give you the opportunity to catch the most popular fish for this season: billfish and sailfish. No minimum age requirement for kids, however please keep in mind that the boats go into rough seas. Please consider sea sickness prior to signing kids up for this activity.

**Outdoor Adventure (full day with lunch)** – If you are looking for a truly thrilling ecological experience packed with challenges, adventure and fun, then this is the activity for you. You will start with a speedboat ride to Boca de Tomatlan on the shores of Banderas Bay. From there you will off-road and take mules into the Sierra Madre Mountains, where you will begin a series of zip-lines, rappel down a waterfall, cross jungle bridges and splash through streams and river pools. Minimum age participation is 10 years, minimum height is 4 feet and maximum weight is 250 lbs. You must be physically fit to participate in this activity.

**NOTE:** If you are unable to participate in the activities listed above, please contact Keely Drever to set up an alternate activity.



## **Expenses**

Please note that TCM will cover the following expenses for you and your spouse/guest: air transportation, airport transfers upon arrival/departure in Mexico, hotel accommodations for 4 nights, meal functions, a spa treatment for your spouse/guest on Sunday, February 28, and the activity of your choice for you and your spouse/guest on Monday, March 1. TCM will also cover group meal functions and ground transfers upon arrival/departure in Mexico for any children that are attending.

Any other incidental expenses are your personal responsibility, including, but not limited to: airfare for children, upgrades/extra room charges to cover upgrades/larger rooms, additional room nights, activity participation by kids, meals for kids outside of group meal functions, babysitting services, internet connections, laundry, additional activities, additional spa treatments, etc.

## **Deadlines**

Please register and confirm air transportation by January 8, 2010.

## **Questions**

If you have questions regarding this event, please contact Keely Drever at [kdrever@aegonusa.com](mailto:kdrever@aegonusa.com) or 720.493.4050.

# **We look forward to seeing you in Mexico!**





Transamerica Capital Management is an operating division of Transamerica Capital, Inc.