

Agenda

Board of Directors

Friday, April 5, 2013

Following CAA Operations Committee Meeting

Kent County Commission Chambers

300 Monroe, NW - Grand Rapids, MI

- | | | |
|----|--|---------------|
| 1. | Call to Order | Steve Heacock |
| 2. | Minutes of March 1, 2013 | Action |
| 3. | Committee Reports | |
| | A. Operations Committee | Information |
| | B. Finance Committee | |
| | i. Acceptance of CAA February 2013 Financial Statements | Action |
| | ii. Acceptance of SMG February 2013 Financial Statements | Action |
| 4. | SMG Report and Facilities Calendars | Information |
| 5. | Public Comment | |
| 6. | Adjournment | |

**Next Meeting Date: Friday, May 3, 2013,
Following the CAA Finance Committee Meeting**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Friday, March 1, 2013**

1. Call to Order

Steve Heacock, Chairperson, called the meeting to order at 8:30 a.m. Newly appointed Secretary/Treasurer, Richard Winn, recorded the meeting minutes.

Attendance

Members Present: Steve Heacock, Chair
Lew Chamberlin
Birgit Klohs
Richard Winn

Members Absent: George Heartwell
Charlie Secchia
Floyd Wilson, Jr.

Staff/Others:	Stephen Brown	City of Grand Rapids Intern
	David Czurak	<i>Grand Rapids Business Journal</i>
	Daryl Delabbio	Kent County
	Jim Harger	<i>The Grand Rapids Press/MLive</i>
	George Helmstead	Experience Grand Rapids
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Doug Small	Experience Grand Rapids
	Greg Sundstrom	City of Grand Rapids
	Eddie Tadlock	SMG
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Richard Wendt	Dickinson Wright
	Robert White	CAA

2. Appointment of Finance Committee Chairperson

Birgit Klohs resigned as Chairperson of the Finance Committee and recommended that Richard Winn as her successor.

Motion by Chamberlin, support by Klohs, to appoint Richard Winn as Finance Committee Chairperson. Motion carried.

3. Election of Officers

The retirement of CAA Board member Joe Tomaselli leaves a vacancy in the Vice Chairperson position. Mr. Tomaselli was elected Vice Chairperson in January 2012, for a term expiring January 2014. Chair Heacock recommended that Birgit Klohs, current Secretary/Treasurer, be elected to fill the Vice Chair vacancy, and that Richard Winn be elected to fill the Secretary/Treasurer position left vacant by Birgit. Both Birgit and Rick have agreed to serve in these positions.

Motion by Chamberlin, support by Winn, to elect Birgit Klohs as Vice Chair and elect Richard Winn as Secretary/Treasurer, for the remainder of the terms expiring in January 2014. Motion carried.

4. Minutes of Prior Meeting

Motion by Mr. Chamberlin, support by Mr. Winn, to approve the February 1, 2013, Minutes. Motion carried.

5. Committee Reports

a. Operations Committee

Mr. Chamberlin stated that the Operations Committee met last month and he has nothing further to report. Chair Heacock inquired about plans for the balance of the capital budget and noted that the \$400,000 allocated for Lyon Street will not be expended. Mr. MacKeigan responded that the capital projects are on track although some may roll over to the next fiscal year due to timing.

Mr. Small reported that 2012 hotel occupancy rose to 60.6% after they fell to a low of 48.3% in 2009. January 2013 occupancy rates were up 6% over the previous year and the hotels were able to maintain rate integrity and even grow. Grand Rapids' room rates are the third highest among other mid-sized cities, after Hartford, Connecticut and Pittsburgh, Pennsylvania. Mr. Helmstead provided an overview of recent sales activities, marketing efforts, and major bid presentations. Last month, staff sent out 58 leads, booked 18 groups, and hosted 15 site inspections.

b. Finance Committee

**i. Financial Statements and Supplementary Information for
Years Ended June 30, 2012 and 2011 – BDO USA, LLP**

Motion: Ms. Klohs, supported by Mr. Winn, moved to receive and accept the Financial Statements and Supplemental Information for Years Ended June 30, 2012 and 2011, as presented. The motion carried unanimously.

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ii. Audit Wrap-Up for year Ended June 30, 2012 – BDO USA, LLP

Ms. Klohs stated that this item was presented, as an information item, at the Finance Committee earlier this morning and there was nothing further to add.

iii. Consolidated financial Report for Fiscal Years 2011-2013

Ms. Klohs stated that this item was presented, as an information item, at the Finance Committee earlier this morning and there was nothing further to add.

iv. CAA January 2013 Financial Statements

Motion: Ms. Klohs, supported by Mr. Winn, moved to accept the CAA Financial Statements for the period ended January 31, 2013. The motion carried unanimously.

v. SMG January 2013 Financial Statements

Motion: Ms. Klohs, supported by Mr. Winn, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended January 31, 2013. The motion carried unanimously.

6. Approval and Authorization to Execute the Second Amendment to Sublease Agreement with Kent County for DeVos Place® in Connection with the Issuance of City-County Building Authority Refunding Bonds, Series 2013 A & to Refund the Building Authority Bonds, Series 2003 A&B

Boardmember Klohs, supported by Boardmember Winn, moved the adoption of the following resolution:

WHEREAS, the Grand Rapids-Kent County Convention/Arena Authority (the “CAA”) operates a convention/performing arts/entertainment facility known as DeVos Place (the “Facility”); and

WHEREAS, the CAA previously requested both the County of Kent (the “County”) and the City-County Building Authority (the “Building Authority”) to assist in the financing of a portion of the cost of improvement, expansion and renovation of the Facility (the “Project”) through the issuance of building authority bonds in the aggregate principal amount of \$84,578,903.75 entitled “Building Authority Bonds, Series 2001 (DeVos Place Project)” (the “Bonds”), which bonds were issued pursuant to Act 31 of the Public Acts of Michigan of 1948 (First Extra Session), as amended, MCL 123.951 *et seq.* (“Act 31”) on December 13, 2001; and

WHEREAS, while the Bonds (or any other bonds issued by the Building Authority for the Project) are outstanding, Act 31 requires the legal title to the Project be in the name of the Building Authority; and

WHEREAS, in connection with the issuance of the Bonds, the County entered into a Contract of Lease dated as of December 1, 2001 (the “Lease Contract”), with the Building Authority agreeing to lease the Project until all of the Bonds have been retired or defeased and to make rental payments equal to the principal of and interest on the Bonds when due; and

WHEREAS, during the time the Bonds are outstanding, the County agreed to sublease the Project to the CAA pursuant to the terms of a Sublease Agreement (the “Sublease”) pursuant to which the CAA is responsible for the operation, maintenance and administration of the Project; and

WHEREAS, the CAA, in collaboration with the County, the City of Grand Rapids and the Downtown Development Authority of the City of Grand Rapids requested the Building Authority to issue additional bonds in the principal amount of \$10,000,000 (the “Series 2003 Bonds”) to complete the Project; and

WHEREAS, the Building Authority issued the Series 2003 Bonds on October 8, 2003, pursuant to Act 31; and

WHEREAS, since the Series 2003 Bonds were issued, interest rates on tax-exempt municipal bonds have declined and the Building Authority has agreed to issue its City of Grand Rapids and County of Kent Joint Building Authority, Building Authority Refunding Bonds, Series 2013A and B (DeVos Place Project) (the “Series 2013 Refunding Bonds”) in a total amount of not to exceed \$7,000,000 to refund the Series 2003 Bonds maturing on and after December 1, 2014, resulting in a significant reduction in debt service; and

WHEREAS, in connection with the issuance of the Series 2013 Refunding Bonds, the County and the Building Authority have entered into a supplement to the Contract of Lease (the "Second Supplement") providing for the payment of additional rentals to cover the cost of repayment of the Series 2013 Refunding Bonds; and

WHEREAS, in connection with the issuance of the Series 2013 Refunding Bonds and the execution of the Second Supplement, it is necessary for the County and CAA to enter into an amendment to the Sublease (the "Second Amendment").

RESOLVED:

1. *That the Second Amendment substantially in the form presented at this meeting is hereby approved and any two officers of the CAA are hereby authorized and directed to execute such Second Amendment for and on behalf of the CAA in substantially the form approved with such changes as may be necessary or desirable, not materially adverse to the CAA and as approved by its legal counsel.*

2. *That all resolutions or parts of resolutions in conflict herewith shall be, and the same are hereby, rescinded to the extent of such conflict.*

Motion Approved Unanimously.

7. SMG Report and Facilities Calendars

Mr. MacKeigan presented a summary of the upcoming events that will be held at Van Andel Arena® and DeVos Place®. LaughFest returns to Grand Rapids in March, and the box office will handle the ticketing again for all shows. Attorney Wendt reported that SB 123, amendments to the CAAs enabling legislation, was approved unanimously by the Senate Committee and will be considered by the Senate on Tuesday. Mr. Van Fossen is hopeful that the legislation will be resolved before the Legislature leaves for spring break.

8. Public Comment

None.

9. Adjournment

The meeting adjourned at 8:55 a.m.

The date for next CAA Board meeting is Friday, April 5, 2013, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Operations Committee meeting.

Richard A. Winn, Secretary/Treasurer



Memorandum

To: CAA Finance Committee

From: Robert J. White

Subject: February 2013 Financial Statements

Date: March 25, 2013

The attached interim Balance Sheet, Administrative Income Statement, and Consolidated Income Statement are formatted to provide information concerning the Convention/Arena Authority administrative accounts.

These statements are prepared on a cash basis. The Balance Sheet includes a two-year comparative financial position at February 28 for Fiscal Years 2012 and 2013. The Administrative Income Statement provides a line item comparison of accounts for the current fiscal year as compared to a similar period in the prior fiscal year. In addition, the Administrative Income Statement provides a comparison of current year budget to prior year (FY 2012). It will allow the reader to compare expenditure trends with full-year budgetary allowances. The Consolidated Income Statement is formatted by functional area. The columnar format is the same as in the Administrative Income Statement.

Items of interest in the eight-month financial statements are explained as follows:

Balance Sheet (Unconsolidated):

- The cash and investments position is up by \$210,000 from June 30, 2012. This is better than the budget forecast.
- Fund balance increased by \$.34 million from the February 28, 2012 level.

February Administrative Revenue/Expense:

- Parking Management Expense – is down by (57.2%), as the prior-year expense included a non-recurring \$57,715 for seal coating/stripping at the DeVos Place® ramp.
- DID Assessment – The FY2012 DID assessment was received and paid September 2011. Year-to-date (FY 2013), no invoices have been received from the City.

- **Overall Expense.** Operating expenses are budgeted at a 5.3% annual increase. For the current fiscal year, eight months' actual operating expenses totaled a (10.5%) decrease from prior year. Year-to-date total overall operating expense (eight months) comprises 54.7% of annual budget.

Consolidated Income Statement (eight months):

- The Van Andel Arena® budget forecast a current year "Net Proceeds" increase of +12.9%. For the current fiscal year, "Net Proceeds," are reported at an increase of 132.0% from prior-year performance. This was a significant increase from the prior month. The January report, seven months' activity, trended at a positive 5.9% when compared to prior year.
- The DeVos Place® budget forecast a current year "Net Proceeds" decrease of (62.5%). For the current fiscal year, "Net Proceeds" are reported at 358.7% ahead of prior-year performance.
- Total operating "Net Proceeds" are up by +\$1,221,374 from a like period in the prior fiscal year. The full-year consolidated operating budget forecasted a full-year decline of (\$107,897) in "Net Proceeds." Actual performance is running significantly ahead of budget, driven primarily by the increased operating revenue at both Van Andel Arena® and DeVos Place®.

These reports are intended to provide a summary analysis of administrative activities over the course of the fiscal year.

Grand Rapids-Kent County Convention/Arena Authority
Balance Sheet (Unconsolidated)
February 28, 2013

		<u>2/28/2012</u>	<u>2/28/2013</u>
<u>Assets</u>			
Cash	- Operating	\$ 475,922	\$ 230,472
Investments	- Kent County	20,734,027	21,109,267
Capital Assets (Net)		<u>1,611,131</u>	<u>1,587,656</u>
Total Assets		<u><u>\$ 22,821,080</u></u>	<u><u>\$ 22,927,395</u></u>

<u>Liabilities & Fund Balance</u>			
Accounts Payable		\$ 305,762	\$ 69,346
Fund Balance		<u>22,515,318</u>	<u>22,858,049</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,821,080</u></u>	<u><u>\$ 22,927,395</u></u>

Grand Rapids-Kent County Convention/Arena Authority
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ending June 30, 2013

	Annual			Year-To-Date		
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage
	<u>Final</u>	<u>Budget</u>	<u>Change</u>	<u>7/1 - 2/28</u>	<u>7/1 - 2/28</u>	<u>Change</u>
Revenues:						
Transfers from SMG	\$ 2,753,496	\$ 2,813,838	2.2	\$ 1,550,000	\$ 1,650,000	6.5
Parking	1,098,657	1,116,829	1.7	524,839	542,239	3.3
Interest	119,327	106,000	(11.2)	73,954	54,866	(25.8)
Miscellaneous	82,455	81,000	(1.8)	31,145	50,301	61.5
Total Revenues	4,053,935	4,117,667	1.6	2,179,938	2,297,406	5.4
Expenditures:						
Operations						
- Utilities	2,244,580	2,404,804	7.1	1,452,543	1,403,593	(3.4)
- Parking Management	236,056	198,000	(15.8)	120,081	51,416	(57.2)
- Pedestrian Safety	116,019	121,510	4.7	59,328	79,246	33.6
- Marketing - CVB/Sports	100,000	100,000	-	75,000	100,000	33.3
- DID Assessment	38,398	60,000	56.3	38,398	-	(100.0)
- Landscaping	20,608	30,000	45.6	16,367	20,003	22.2
- Food & Beverage Repairs	-	40,000	100+	-	-	-
Administration						
- Wages/Benefits	113,848	114,677	0.7	63,727	61,151	(4.0)
- Consulting Services	175,544	35,900	(79.5)	131,942	22,500	(82.9)
- Professional Services	51,357	72,000	40.2	36,930	38,815	5.1
- Diversity Initiative	62,078	100,000	61.1	28,745	24,071	(16.3)
- Procurement of Art	18,368	30,000	63.3	9,229	16,343	77.1
- Insurance	27,502	28,600	4.0	27,502	25,303	(8.0)
- Supplies/Other	19,504	60,000	207.6	13,966	14,127	1.2
Operating Expenditures	3,223,862	3,395,491	5.3	2,073,758	1,856,568	(10.5)
Capital R/R/A⁽¹⁾	662,230	1,903,000	187.4	289,740	395,386	36.5
Total Expenditures	3,886,092	5,298,491		2,363,498	2,251,954	
Excess (Deficiency) of Revenues	167,843	(1,180,824)	(803.7)	\$ (183,560)	\$ 45,452	124.8
Over Expenditures						
Balance, beginning of period	22,065,862	22,233,705				
Balance, end of period	\$ 22,233,705	\$ 21,052,881				

NOTES:

(1) R/R/A - Repair/Replacement/Additions and Budget Amendment of 8/3/12

Grand Rapids-Kent County Convention/Arena Authority
Budget Summary by Facility/Other
Eight-Month Financial Trends for Period Ended February 28, 2013

	Annual			Year-To-Date		
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage
	Final	Budget	Change	7/1 - 2/28	7/1 - 2/28	Change
Van Andel Arena						
Operating - Revenues	\$4,523,881	\$4,997,896	10.4	\$ 2,947,298	\$3,544,826	20.3
- Expenses - Facilities	(3,470,372)	(3,818,869)	10.0	(2,364,314)	(2,298,217)	(2.8)
- Base Management Fees	(162,500)	(167,375)	3.0	(108,507)	(110,175)	1.5
Net Operating Income (Loss)	891,009	1,011,652	13.5	474,477	1,136,434	139.5
Parking	156,538	166,829	6.6	71,950	92,040	27.9
Pedestrian Safety	(71,864)	(76,970)	7.1	(38,992)	(51,324)	31.6
Net Proceeds (Cost) of VAA	975,683	1,101,511	12.9	507,435	1,177,150	132.0
DeVos Place Convention Center						
Operating - Revenues	5,031,222	4,838,806	(3.8)	3,366,522	3,676,904	9.2
- Expenses - Facilities	(5,250,815)	(5,274,049)	0.4	(3,450,188)	(3,385,022)	(1.9)
- Base Management Fees	(162,501)	(167,375)	3.0	(108,333)	(110,175)	1.7
Net Operating Loss	(382,093)	(602,618)	(57.7)	(191,999)	181,707	194.6
Parking	706,064	752,000	6.5	332,807	398,783	19.8
Pedestrian Safety	(44,155)	(44,540)	0.9	(20,337)	(27,922)	37.3
Net Proceeds (Cost) of DVP	279,816	104,842	(62.5)	120,471	552,568	358.7
Other						
Revenues						
Interest	119,327	156,000		73,954	54,866	-
Miscellaneous	82,455	31,000		31,145	50,301	-
	201,782	187,000	(7.3)	105,099	105,167	0.1
Expenses						
Administration	(606,600)	(601,177)		(425,439)	(302,310)	-
Other Operating	(20,608)	(70,000)		(16,367)	(20,003)	-
	(627,208)	(671,177)	7.0	(441,806)	(322,313)	(27.0)
Net Other	(425,426)	(484,177)	13.5	(336,707)	(217,146)	(35.5)
Total Net Proceeds/Operating	830,073	722,176		291,199	1,512,572	
Capital Expenditures	(662,230)	(1,903,000)		(289,740)	(395,386)	
Results Net of Capital Expenditures	\$ 167,843	\$ (1,180,824)		\$ 1,459	\$ 1,117,186	

DEVOS PLACE

DE VOS PLACE

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED FEBRUARY 28, 2013**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Harry Cann

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

DE VOS PLACE
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	328	157	485	497	(12)
ATTENDANCE	368,363	156,449	524,812	513,000	11,812
DIRECT EVENT REVENUE	1,901,640	757,266	2,658,906	2,650,740	8,166
ANCILLARY REVENUE	1,611,728	524,044	2,135,772	1,974,616	161,156
TOTAL EVENT REVENUE	3,513,368	1,281,310	4,794,678	4,625,356	169,322
TOTAL OTHER REVENUE	163,536	58,746	222,282	213,450	8,832
TOTAL OPERATING REVENUE	3,676,904	1,340,056	5,016,960	4,838,806	178,154
INDIRECT EXPENSES					
EXECUTIVE	113,123	64,098	177,221	174,515	(2,706)
FINANCE	156,730	74,321	231,051	238,554	7,503
MARKETING	64,435	25,017	89,452	84,060	(5,392)
OPERATIONS	898,344	573,028	1,471,372	1,481,253	9,881
EVENT SERVICES	642,575	273,999	916,574	898,714	(17,860)
BOX OFFICE	67,466	26,123	93,589	86,221	(7,368)
SALES	245,897	129,306	375,203	380,186	4,983
OVERHEAD	1,306,627	768,811	2,075,438	2,097,921	22,483
TOTAL OPERATING EXP.	3,495,197	1,934,703	5,429,900	5,441,424	11,524
NET REVENUE ABOVE EXPENSES	181,707	(594,647)	(412,940)	(602,618)	189,678
INCENTIVE FEE			195,147	0	195,147
NET OPERATING REVENUE OVER OPERATING EXPENSES	181,707	(594,647)	(608,087)	(602,618)	(5,469)

Comments:

February was strong for the facility as it exceeded both budget and forecast overall. Consumer shows continue to see strong attendance and ancillary income continues to perform ahead of expectations. As expected, while a very strong month, it did fall a little short of prior year which is anticipated to be the case for the balance of the fiscal year.


General Manager


Finance Director

**DE VOS PLACE
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED FEBRUARY 28, 2013**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

MONTH	February Actual	February Budget	February FY 2012
Number of Events	46	46	52
Attendance	90,943	76,621	94,252
Direct Event Income	\$395,213	\$393,805	\$459,761
Ancillary Income	272,665	210,368	252,776
Other Income	8,750	15,528	27,027
Indirect Expenses	(486,035)	(453,452)	(517,743)
Net Income	<u>\$190,593</u>	<u>\$166,249</u>	<u>\$221,821</u>

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	328	330	359
Attendance	368,363	361,544	378,159
Direct Event Income	\$1,901,640	\$1,871,928	\$1,775,363
Ancillary Income	1,611,728	1,479,980	1,410,093
Other Income	163,536	116,558	181,066
Indirect Expenses	(3,495,197)	(3,627,616)	(3,558,521)
Net Income	<u>\$181,707</u>	<u>(\$159,150)</u>	<u>(\$191,999)</u>

EVENT INCOME

Event income came in at budgeted levels for the month.

ANCILLARY INCOME

Ancillary income was well ahead of budget on the strength of spending related to the consumer shows hosted.

INDIRECT EXPENSES

Indirect expenses came in higher than budget for the month but within expected amounts on the forecast.

DeVos Place
Income Statement
For the Eight Months Ending February 28, 2013

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
Event Income								
Direct Event Income								
Rental Income	\$402,029	\$397,379	\$4,650	\$455,672	\$1,980,386	\$1,913,376	\$67,010	\$1,839,444
Service Revenue	210,778	177,288	33,490	311,401	1,544,307	1,329,081	215,246	1,781,597
Service Expenses	(217,594)	(180,862)	(36,732)	(307,312)	(1,623,053)	(1,370,509)	(252,544)	(1,845,678)
Total Direct Event Income	395,213	393,805	1,408	459,761	1,901,640	1,871,928	29,712	1,775,363
Ancillary Income								
F&B Concession	35,727	34,920	807	37,973	123,232	99,045	24,187	104,238
F&B Catering	50,624	39,951	10,673	71,699	482,022	440,428	41,594	458,598
Novelty Sales	345	425	(80)	405	6,852	4,237	2,615	5,646
Booth Cleaning	77,935	45,838	32,097	36,151	209,380	200,399	8,981	180,800
Telephone/Long Distance	900	0	900	0	1,238	0	1,238	113
Electrical Services	61,369	52,389	8,980	57,692	332,923	351,241	(18,318)	290,960
Audio Visual	18,392	15,559	2,833	26,291	257,195	221,015	36,180	212,361
Internet Services	10,405	6,076	4,329	7,290	76,016	41,465	34,551	38,021
Equipment Rental	16,968	15,210	1,758	15,275	122,870	122,150	720	119,356
Total Ancillary Income	272,665	210,368	62,297	252,776	1,611,728	1,479,980	131,748	1,410,093
Other Event Income								
Ticket Rebates(Per Event)	6,106	12,862	(6,756)	25,141	143,770	95,230	48,540	164,233
Total Other Event Income	6,106	12,862	(6,756)	25,141	143,770	95,230	48,540	164,233
Total Event Income	673,984	617,035	56,949	737,678	3,657,138	3,447,138	210,000	3,349,689
Other Operating Income								
Luxury Box Agreements	1,320	1,333	(13)	1,130	9,621	10,664	(1,043)	10,406
Other Income	1,324	1,333	(9)	756	10,145	10,664	(519)	6,427
Total Other Operating Income	2,644	2,666	(22)	1,886	19,766	21,328	(1,562)	16,833
Adjusted Gross Income	676,628	619,701	56,927	739,564	3,676,904	3,468,466	208,438	3,366,522
Operating Expenses								
Salaries and Wages	243,024	231,518	11,506	296,988	1,946,179	1,852,144	94,035	1,987,570
Payroll Taxes and Benefits	88,011	60,501	27,510	94,694	608,657	484,008	124,649	595,882
Labor Allocations to Events	(130,811)	(121,634)	(9,177)	(208,369)	(1,130,406)	(973,072)	(157,334)	(1,207,999)
Net Salaries and Benefits	200,224	170,385	29,839	183,313	1,424,430	1,363,080	61,350	1,375,453
Contracted Services	28,989	20,718	8,271	27,896	222,896	165,744	57,152	201,733
General and Administrative	30,993	26,952	4,041	30,176	220,281	215,616	4,665	206,815
Operations	4,220	9,905	(5,685)	2,468	70,465	79,240	(8,775)	68,117
Repair and Maintenance	31,230	43,417	(12,187)	45,235	271,329	347,336	(76,007)	346,771
Operational Supplies	12,842	21,242	(8,400)	17,966	135,249	169,936	(34,687)	115,810
Insurance	25,890	16,402	9,488	25,138	138,998	131,216	7,782	135,480
Utilities	137,875	130,483	7,392	172,009	901,374	1,043,864	(142,490)	1,000,009
SMG Management Fees	13,772	13,948	(176)	13,542	110,175	111,584	(1,409)	108,333
Total Operating Expenses	486,035	453,452	32,583	517,743	3,495,197	3,627,616	(132,419)	3,558,521
Net Income(Loss) From Operations	190,593	166,249	24,344	221,821	181,707	(159,150)	340,857	(191,999)
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	190,593	166,249	24,344	221,821	181,707	(159,150)	340,857	(191,999)

3

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For the Eight Months Ended February 28, 2013

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	103	103	104,480	119,480	1,584,175	1,470,634
Consumer/Gated Shows	35	35	102,300	100,174	713,650	712,724
DeVos Performance Hall	81	83	108,465	98,970	627,254	541,084
Banquets	25	25	18,756	16,250	176,231	190,625
Meetings	53	53	14,638	12,720	317,634	220,056
Other	31	31	19,724	13,950	238,191	312,015
GRAND TOTALS	328	330	368,363	361,544	3,657,136	3,447,138

As Percentage of Overall

Convention/Trade Shows	31.40%	31.21%	28.36%	33.05%	43.32%	42.66%
Consumer/Gated Shows	10.67%	10.61%	27.77%	27.71%	19.51%	20.68%
Devos Performance Hall	24.70%	25.15%	29.45%	27.37%	17.15%	15.70%
Ballroom Exclusive	7.62%	7.58%	5.09%	4.49%	4.82%	5.53%
Meetings	16.16%	16.06%	3.97%	3.52%	8.69%	6.38%
Other	9.45%	9.39%	5.35%	3.86%	6.51%	9.05%

**DeVos Place
Balance Sheet
As of February 28, 2013**

ASSETS

Current Assets

Cash	2,376,855
Account Receivable	1,094,613
Prepaid Expenses	130,382

Total Current Assets

\$3,601,851

Total Assets

\$3,601,851
=====

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	12,370
Accrued Expenses	179,574
Deferred Income	139,431
Advanced Ticket Sales & Deposits	1,647,302

Total Current Liabilities

\$1,978,678

Other Liabilities

Equity

Funds Remitted to CAA	(500,000)
Expenses Paid Direct by CAA	843,217
Beginning Balance Equity	1,098,251
Current Year Equity	181,705

Total Equity

\$1,623,173

Total Liabilities and Equity

\$3,601,851
=====

SMG - DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of February 28, 2013

Current - Under 30 Days	
Food & Beverage	126,016
Ticketing	303,902
Merchandise	-
Decorating	77,934
Audio/Visual	18,176
Van Andel Arena	161,743
Operating	226,165
 Over 30 Days	 122,869
 Over 60 Days	 57,808
 Over 90 Days	
 Total Accounts Receivable	 1,094,613

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2013**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	1,179,835	(412,940)	766,895	508,916
Benchmark ++			750,000	750,000
Excess	1,179,835	(412,940)	16,895	(241,084)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	165,262	165,263	330,525	325,000
Incentive Fee				
Revenue	5,081,885	5,016,960	10,098,845	9,555,103
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	181,885	716,960	898,845	455,103
Incentive Fee **	49,507	195,147	244,654	-
Total SMG Management Fee	214,769	360,410	575,179	325,000

** Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.



VAN ANDEL ARENA

FINANCIAL STATEMENT FOR THE PERIOD ENDED FEBRUARY 28, 2013

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Harry Cann

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

**VAN ANDEL ARENA
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013**

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	74	32	106	101	5
ATTENDANCE	363,849	207,504	571,353	565,200	6,153
DIRECT EVENT INCOME	945,594	393,153	1,338,747	1,313,521	25,226
ANCILLARY INCOME	862,052	333,013	1,195,065	1,134,935	60,130
TOTAL EVENT INCOME	1,807,646	726,166	2,533,812	2,448,456	85,356
TOTAL OTHER INCOME	1,737,180	810,893	2,548,073	2,549,440	(1,367)
TOTAL INCOME	3,544,826	1,537,059	5,081,885	4,997,896	83,989
INDIRECT EXPENSES					
EXECUTIVE	118,484	66,511	184,995	169,516	(15,479)
FINANCE	133,427	90,390	223,817	240,634	16,817
MARKETING	156,209	112,983	269,192	288,108	18,916
OPERATIONS	986,912	637,198	1,624,110	1,609,899	(14,211)
BOX OFFICE	89,609	53,954	143,563	138,187	(5,376)
LUXURY SEATING	35,065	35,661	70,726	97,409	26,683
SKYWALK ADMIN	15,471	(2,195)	13,276	26,341	13,065
OVERHEAD	873,215	499,156	1,372,371	1,416,150	43,779
TOTAL INDIRECT EXP.	2,408,392	1,493,658	3,902,050	3,986,244	84,194
NET REVENUE ABOVE EXPENSES	1,136,434	43,401	1,179,835	1,011,652	168,183
LESS INCENTIVE FEE			49,507	-	(49,507)
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	1,136,434	43,401	1,130,328	1,011,652	118,676

Comments:

February ends up being one of the most financially successful months in the over 16 year history of the facility with sold out concerts by Journey, Luke Bryan, Maroon 5, Jeff Dunham, as well as, strong box office and plenty of wins for the division leading Griffins.


General Manager


Director of Finance

**VAN ANDEL ARENA
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED FEBRUARY 28, 2013**

The following schedule summarizes operating results for both the current month and Year to Date as compared to budget and prior year:

MONTH	February Actual	February Budget	February FY 2012
Number of Events	11	11	11
Attendance	87,504	77,900	57,706
Direct Event Income	\$313,180	\$209,635	\$54,048
Ancillary Income	253,429	176,746	106,832
Other Income	342,195	301,809	161,036
Indirect Expenses	(297,670)	(332,188)	(346,827)
Net Income	<u>\$611,134</u>	<u>\$356,002</u>	<u>(\$24,911)</u>

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	74	66	62
Attendance	363,849	365,200	328,730
Direct Event Income	\$945,594	\$897,592	\$681,699
Ancillary Income	862,052	742,983	694,530
Other Income	1,737,180	1,679,552	1,571,069
Indirect Expenses	(2,408,392)	(2,657,504)	(2,472,821)
Net Income	<u>\$1,136,434</u>	<u>\$662,623</u>	<u>\$474,477</u>

EVENT INCOME

Event income came in well ahead of budget as attendance across all events hosted were strong.

ANCILLARY INCOME

Ancillary income came in ahead of budget as per cap spending was higher than average for the shows hosted.

INDIRECT EXPENSES

Indirect expenses came in a little ahead of budget, however, consistent with forecast.

Van Andel Arena
Income Statement
For the Eight Months Ending February 28, 2013

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
Event Income								
Direct Event Income								
Rental Income	\$351,399	\$241,885	109,514	\$132,099	\$1,286,576	\$1,145,481	141,095	\$936,171
Service Revenue	243,756	239,720	4,036	44,291	901,900	781,609	120,291	842,153
Service Expenses	(281,975)	(271,970)	(10,005)	(122,342)	(1,242,882)	(1,029,498)	(213,384)	(1,096,625)
Total Direct Event Income	313,180	209,635	103,545	54,048	945,594	897,592	48,002	681,699
Ancillary Income								
F&B Concession	207,533	147,155	60,378	90,298	738,361	645,632	92,729	568,586
F&B Catering	18,713	11,501	7,212	8,764	61,316	42,067	19,249	50,306
Novelty Sales	27,183	18,090	9,093	1,710	61,004	54,784	6,220	52,838
Booth Cleaning	0	0	0	0	871	0	871	0
Other Ancillary	0	0	0	6,060	500	500	0	22,800
Total Ancillary Income	253,429	176,746	76,683	106,832	862,052	742,983	119,069	694,530
Other Event Income								
Ticket Rebates(Per Event)	129,069	87,935	41,134	9,942	342,631	256,968	85,663	211,827
Total Other Event Income	129,069	87,935	41,134	9,942	342,631	256,968	85,663	211,827
Total Event Income	695,678	474,316	221,362	170,822	2,150,277	1,897,543	252,734	1,588,056
Other Operating Income								
Luxury Box Agreements	152,849	154,875	(2,026)	94,175	918,126	959,340	(41,214)	899,553
Advertising	54,000	52,083	1,917	54,000	432,000	416,664	15,336	425,133
Other Income	6,277	6,916	(639)	2,919	44,423	46,580	(2,157)	34,556
Total Other Operating Income	213,126	213,874	(748)	151,094	1,394,549	1,422,584	(28,035)	1,359,242
Adjusted Gross Income	908,804	688,190	220,614	321,916	3,544,826	3,320,127	224,699	2,947,298
Operating Expenses								
Salaries and Wages	191,649	163,268	28,381	137,328	1,290,994	1,306,144	(15,150)	1,220,373
Payroll Taxes and Benefits	59,491	44,551	14,940	41,907	342,379	356,408	(14,029)	335,008
Labor Allocations to Events	(121,879)	(67,454)	(54,425)	(52,702)	(586,896)	(539,632)	(47,264)	(538,310)
Net Salaries and Benefits	129,261	140,365	(11,104)	126,533	1,046,477	1,122,920	(76,443)	1,017,071
Contracted Services	12,655	20,928	(8,273)	18,937	136,845	167,424	(30,579)	151,604
General and Administrative	19,231	21,527	(2,296)	30,475	184,290	172,216	12,074	196,583
Operations	768	7,057	(6,289)	2,871	28,132	56,456	(28,324)	16,653
Repair and Maintenance	5,257	19,648	(14,391)	12,058	105,348	157,184	(51,836)	150,813
Operational Supplies	13,044	15,375	(2,331)	20,032	125,921	123,000	2,921	103,043
Insurance	17,924	10,573	7,351	12,141	96,128	84,584	11,544	79,469
Utilities	85,758	82,767	2,991	110,238	575,076	662,136	(87,060)	649,078
SMG Management Fees	13,772	13,948	(176)	13,542	110,175	111,584	(1,409)	108,507
Total Operating Expenses	297,670	332,188	(34,518)	346,827	2,408,392	2,657,504	(249,112)	2,472,821
Net Income(Loss) From Operations	611,134	356,002	255,132	(24,911)	1,136,434	662,623	473,811	474,477
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	611,134	356,002	255,132	(24,911)	1,136,434	662,623	473,811	474,477

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SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For the Eight Months Ended February 28, 2013

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	13	12	31,589	29,500	111,127	118,202
Sporting Event	4	3	14,533	8,000	121,203	27,647
Concert	13	15	107,330	130,500	1,213,183	1,181,786
Team Home Games	28	28	167,920	165,200	412,457	386,708
Other	16	8	42,477	32,000	292,305	183,200
GRAND TOTALS	74	66	363,849	365,200	2,150,277	1,897,543

As Percentage of Overall

Family Show	17.57%	18.18%	8.68%	8.08%	5.17%	6.23%
Sporting Event	5.41%	4.55%	3.99%	2.19%	5.64%	1.46%
Concert	17.57%	22.73%	29.50%	35.73%	56.42%	62.28%
Team Home Games	37.84%	42.42%	46.15%	45.24%	19.18%	20.38%
Other	21.62%	12.12%	11.67%	8.76%	13.59%	9.65%

**Van Andel Arena
Balance Sheet
As of February 28, 2013**

ASSETS

Current Assets		
Cash	3,813,578	
Account Receivable	2,443,250	
Prepaid Expenses	55,542	
	<hr/>	
Total Current Assets		\$6,312,369
Total Assets		\$6,312,369
		<hr/> <hr/>

LIABILITIES AND EQUITY

Current Liabilities		
Accounts Payable	69,863	
Accrued Expenses	300,773	
Deferred Income	1,553,319	
Advanced Ticket Sales & Deposits	3,499,824	
	<hr/>	
Total Current Liabilities		\$5,423,779
Other Liabilities		
Equity		
Funds Remitted to CAA	(1,150,000)	
Expenses Paid Direct by CAA	517,992	
Beginning Balance Equity	384,166	
Current Year Equity	1,136,432	
	<hr/>	
Total Equity		\$888,590
Total Liabilities and Equity		\$6,312,369
		<hr/> <hr/>
		\$0

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SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of February 28, 2013

Current - Under 30 Days	
Food & Beverage	486,975
Ticketing	1,780,158
Merchandise	36,584
Permanent Advertising	-
DeVos Place	(161,743)
Operating	98,209
 Over 30 Days	 137,067
 Over 60 Days	 66,000
 Over 90 Days	
 Total Accounts Receivable	 2,443,250

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2013**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	1,179,835	(412,940)	766,895	508,916
Benchmark ++			750,000	750,000
Excess	1,179,835	(412,940)	16,895	(241,084)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	165,262	165,263	330,525	325,000
Incentive Fee				
Revenue	5,081,885	5,016,960	10,098,845	9,555,103
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	181,885	716,960	898,845	455,103
Incentive Fee **	49,507	195,147	244,654	-
Total SMG Management Fee	214,769	360,410	575,179	325,000

** Incentive fee is 25% of the first \$500,000 in excess, 30% of remaining capped at base fee amount.

++ If net revenues above expenses exceeds \$700,000, SMG is eligible for 75% of the incentive fee.

VAN ANDEL ARENA® WEEKLY

Item 4

DATE '13	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Mar 27	NCAA Men's Div I Ice Hockey	BF		Arena	3:00 AM 5:00 PM	Walk-thru with ESPN Teams start to arrive/load-in
Thur, Mar 28	NCAA Men's Div I Ice Hockey	BF		Arena Banquet B Banquet B Banquet B Banquet B 5/3 Bank Vault	7:30A-9A 11:30A-12:30P 12:45P-1:15P 12:45P-1:45P 2P-2:30P 2P-3P 3:15P-3:45P 3:15P-4:15P 4:30P-5P 5:30P-6:30P	Park/Power Mobile ESPN Unit Yale practice Yale press conference Minnesota practice Minnesota press conference Niagara practice Niagara press conference North Dakota practice North Dakota press conference Pre-Tournament meeting
Fri, Mar 29	NCAA Men's Div I Ice Hockey	BF	EDDIE	Arena	8A-8:40A 8:55A-9:35A 9:50A-10:30A 10:45A-11:25A 1:00 PM 1:20 PM 2P-4:30P 4:50P 5:30P-8P	Yale practice Minnesota practice North Dakota practice Niagara Practice Doors Warm-ups Minnesota vs. Yale Warm-ups North Dakota vs. Niagara
Sat, Mar 30	NCAA Men's Div I Ice Hockey	BF	EDDIE	Arena	10A-11A 11:10A-12:10P 3:00 PM 3:20 PM 4P-6:30P	Practice/winner of Minn/Yale Practice/winner N.D./Niagara Doors Warm-ups West Regional final game
Sun, Mar 31	Available					
Mon, Apr 1	Available					
Tue, Apr 2	Available					
Wed, Apr 3	Kid Rock	BF	LYNNE	Arena	7:30 PM	Performance
Thur, Apr 4	Available					
Fri, Apr 5	Available					
Sat, Apr 6	Available					
Sun, Apr 7	Available					
Mon, Apr 8	Available					
Tue, Apr 9	Available					
Wed, Apr 10	Griffins vs Chicago	BF	TODD	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Optio Data	LD		Banquet All	5:30P-7P	Banquet
	Optio Data	AK		West Nest/ MOS Corner Office	6P-9:30P	Banquet
	Courtyard Marriott			East Nest	6P-9:30P	Banquet
	Amway			Crease Club	6P-9:30P	Banquet
	Van Andel Institute			Suite 101A	6P-9:30P	Banquet
	ING US Retirement Services			Suite 120A	6P-9:30P	Banquet
Thur, Apr 11	Available					
Fri, Apr 12	Griffins vs Milwaukee	BF	EDDIE	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
		LD		Banquet B	9:30P-10:30P	Post-game meal
	Hope College Alumni			Banquet C	6P-7P	Banquet
	Delta Dental of Michigan	AK		West Nest	6P-9:30P	Banquet
	West Side Beer			East Nest	6P-9:30P	Banquet
	Bill Conely			MOS Corner Office	6P-9:30P	Banquet
	Restaurant Partners			Crease Club	6P-9:30P	Banquet
	Thrilling 30 Winner			Suite 101A	6P-9:30P	Banquet
	Peter Yoshonis			Suite 302	6P-9:30P	Banquet

Sat, Apr 13	Griffins vs Peoria	BF	EDDIE	Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-10:10P 10:10P-10:40P	Team practice Doors Hockey game Post-game skate Post-game autographs
				Banquet D	5:30P-8P	Bobblehead giveaway
				Banquet B	9A-10A	Pre-practice meal
	Dance Expressions Dance Studio	AK		Crease Club	6P-8:30P	Staging area
	Star Tickets			West Nest	6P-10:40P	Banquet
	Zeeland Lumber			East Nest	6P-10:40P	Banquet
	Michigan Office Solutions			MOS Corner Office	6P-10:40P	Banquet
	March of Dimes			Suite 101A	6P-10:40P	Banquet
	Cascade Hills Country Club			Suite 101B	6P-10:40P	Banquet
	Grand Rapids Harley			Suite 302	6P-10:40P	Banquet
Sun, Apr 14	Available					
Mon, Apr 15	Available					
Tue, Apr 16	Available					
Wed, Apr 17	Available					
Thur, Apr 18	Peoria	KA		Arena	4P-6P	Visiting team practice
Fri, Apr 19	Griffins vs Peoria	BF	TODD	Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-10:10P	Team practice Doors Hockey game Post-game skate
		LD		Banquet B	9:30P-10:30P	Post-game meal
		AK		Crease Club	6P-8:30P	Griffins Drumline
	All Phase Electric			West Nest	6P-10:10P	Banquet
	West Side Beer			East Nest	6P-10:10P	Banquet
	Summit Training Source			MOS Corner Office	6P-10:10P	Banquet
	Huntington Bank			Suite 101A	6P-10:10P	Banquet
Sat, Apr 20	Available					
Sun, Apr 21	Available					
Mon, Apr 22	Available					
Tue, Apr 23	Available					
Wed, Apr 24	Available					
Thur, Apr 25	Available					
Fri, Apr 26	Grand Valley State University	BF		Arena	8:00 AM	Load-in
Sat, Apr 27	Grand Valley State University	BF	JIM	Arena	8:30 AM	Doors
					10:00 AM	Commencement ceremony
					1:30 PM	Doors
					3:00 PM	Commencement ceremony
Sun, Apr 28	Davenport University	BF	JIM	Arena	2:00 PM	Commencement ceremony

REVISED WEEKLY - 2013

DATE	EVENT NAME	ROOMS IN USE	TIME	DETAILS	EC	EST. ATTEND.
MON. APR 1	SMG	GRAND GALLERY	6:00AM-12:00PM	FLOOR WAXING - Area Closed to Foot Traffic		
TUES. APR 2	SMG	GRAND GALLERY	6:00AM-12:00PM	FLOOR WAXING - Area Closed to Foot Traffic		
WED. APR 3	MMGMA 2013 CONFERENCE	Secchia Lobby Ballrooms B-D River Overlook E, F River Overlook EF Chase Boardroom Ballrooms B-D Ballrooms A-D	1:00 pm- 9:00 pm 1:00 pm- 7:30 pm 3:30 pm- 4:30 pm 4:30 pm 5:30 pm- 7:30 pm 7:30- 9:00 pm 9:00 pm 9:30 pm	Client Arrival and Registration Set-Up Exhibitor Load In and Set-Up Committee Meetings OPPS COMBINE AND RE-SET RO EF MMGMA Board Meeting Reception and Entertainment OPPS STRIKE AND RE-SET F&B FOR 4/4 Client Departure AV Load in - Tentative	JD	300
THURS. APR 4	MIAEY 2013 ANNUAL CONFERENCE	Exhibit Hall C, GG A-F, GG OL A-H	12:00pm-4:00pm		CJ	
THURS. APR 4	MMGMA 2013 CONFERENCE	Secchia Lobby Secchia Lobby Ballrooms B-D River Overlook A-B River Overlook E-F River Overlook C-D Ballrooms B-D Ballrooms B-D Ballroom A Ballrooms B-D RO A-B, RO C-D, Ballroom A Ballrooms B-D River Overlook E-F River Overlook E-F Ballroom A Ballrooms B-D RO A-B, RO C-D, Ballroom A Ballrooms B-D Ballrooms B-D Ballrooms B-D Ballrooms B-D Ballrooms B-D	6:30 am 7:00 am- 8:00 pm 7:00 am- 12:00 pm 7:00 am- 9:00 am 7:45 am- 8:30 am 7:30 am- 8:30 am 7:30 am- 8:30 am 8:30 am- 9:00 am 9:00 am- 10:30 am 10:30 am- 11:00 am 11:00 am- 12:30 pm 12:30 pm- 1:30 pm 12:30 pm- 1:30 pm 1:30 pm 1:30 pm- 3:00 pm 3:00 pm- 3:30 pm 3:30pm- 5:00 pm 3:45 pm 5:00 pm- 5:30 pm 5:30 pm- 6:30 pm 6:30 pm- 8:00 pm 8:00 pm 8:30 pm	Client Arrival Registration Exhibitor Set-Up Work Group New Member Breakfast Committee Meeting Buffet Breakfast Announcements General Session Break Sessions Lunch Lunch and Program OPPS ADD BUFFET TABLES FOR 4/5 General Session Break Sessions OPPS STRIKE BREAK BUFFETS, SET BAR BACKS Break Reception Dining and Entertainment OPPS STRIKE BAR BACK AND RESET F&B FOR 4/5 Client Departure General Session Break Out Session Break Sessions - Continuous	JD	300
	MIAEY 2013 ANNUAL CONFERENCE	Exhibit Hall C Grand Gallery Overlook AB GG A-F, GG OL C-H	8:30am-10:00am 8:30am-4:30pm 10:30am-4:00pm		CJ	2500

EH A-C = Exhibit Halls A-C

GG A-F = Grand Gallery Meeting Rooms A-F

RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H

MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

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FRI. APR 5	MMGMA 2013 CONFERENCE	Secchia Lobby Secchia Lobby River Overlook E-F Ballrooms B-D RO A-B, RO C-D, Ballroom A Ballrooms B-D Ballrooms B-D Ballroom A Ballroom B-D River Overlook E-F	6:30 am 7:00 am- 10:00 am 7:30 am- 8:45 am 7:30 am- 8:45 am 9:00 am- 10:30 am 10:30 am- 11:00 am 11:00am- 1:00 pm 11:00 am- 1:00 pm 1:00 pm- 2:00 pm 2:00 pm- 3:00 pm 3:30 pm	Client Arrival Registration Committee Meetings Breakfast Sessions Break Exhibitor Tear-Down General Sessions Lunch and Exhibitor Prize Distribution Program Committee Meeting Client Departure	JD	300
	MIAEY 2013 ANNUAL CONFERENCE	Exhibit Hall C Grand Gallery Overlook AB GG A-F, GG OL C-H	8:30am-10:00am 8:30am-4:30pm 10:30am-4:00pm	General Session Break Out Session Break Sessions - Continuous	CJ	2500
SAT. APR 6						
SUN. APR 7						
MON. APR 8	NACAC SPRING COLLEGE FAIR	EH A GG A-D	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP	RH	
TUES. APR 9	NACAC SPRING COLLEGE FAIR	EH A GG A-D	8:00AM-11:59PM 8:00AM-11:59PM	EVENT BREAKOUT ROOMS	RH	
	HEARTLAND MICROSOFT PROJECT ROAD SHOW	MON C, D	8:00AM-11:59PM	MEETING	RH	
	GRS CLASSICAL IX	DVPH	8:00AM-12:00PM 7:30PM - 10:00PM	MOVE IN REHEARSAL	JH	
WED. APR 10	GRS CLASSICAL IX	DVPH MULTIPURPOSE DVPH	3:30PM-6PM 6PM-7:30PM 7:30PM -10PM	REHEARSAL MEETING REHEARSAL	JH	
	EXGR CUSTOMER ADVISORY BOARD	BALL C, D BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	CJ	
THURS. APR 11	SWEET ADELINES INTERNATIONAL	Ballroom AB DeVos Place Admin. Office Ballroom AB Ballroom AB	8:00 am 9:00 am 10:00 am- 3:00 pm TBD am	Stage to be in Place Client-Staff Meeting Production Load In Video Recording van to arrive	JD	
	ENGINEERING EXAMS	EH C STORAGE GG A-F	8:00AM-11:59PM 8:00AM-11:59PM	STORAGE SETUP	RH	

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EXGR CUSTOMER ADVISORY BOARD	BALL C, D BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	CJ	
GRS CLASSICAL IX	DVPH	3:30PM - 6PM 7:30PM - 10PM	REHEARSAL OPEN REHEARSAL (400)	JH	
FRI. APR 12					
SWEET ADELINES INTERNATIONAL	Ballroom D Ballroom AB Welsh Lobby Secchia Lobby Ballroom AB	8:00 am 8:00 am- 10:00 pm 8:00 am 9:30 am- 11:00 am 10:00 am 11:00 am 4:30 pm- 10:30 pm 5:00 pm- 7:30 pm 5:00 pm 5:30 pm 7:10 pm- 7:40 pm 8:00 pm 9:30 pm 9:30 pm	Client Arrival Judges Room, OPL Rest Area Open SETUP COMPLETE Sound Check- Chorus Arrival Judge's Arrival Contestant Walk Registration & Ticket Sales Amway Cash Concessions Doors Open to Public Competition Begins Intermission (Approximately) Awards Ceremony Ceremony Ends Competition Ends	JD	1200
GVSU HTM SUMMIT	GGO A-H MON A-D RO EF	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING	CJ	
ENGINEERING EXAMS	EH C STORAGE GG A-F	8:00AM-11:59PM 8:00AM-11:59PM	STORAGE EXAMS	RH	
CITY MANAGERS MEETING	RO A	8:00AM-11:59PM	MEETING	CJ	
WEST MICHIGAN MOMS SALE	Exhibit Hall A Exhibit Hall A Exhibit Hall B Exhibit Hall A	8:00am 10:30am-7:30pm 10:30am-7:00pm 8:00pm	Client Arrival Vendor Load In Vehicle Staging/Unloading Area Client Departure	CJ	
GRS CLASSICAL IX	RECITAL DVPH	7PM-7:30PM 8PM-10PM	UPBEAT PERFORMANCE	JH	
SAT. APR 13					
SWEET ADELINES INTERNATIONAL	Ballroom D Ballroom AB Secchia Lobby Ballroom AB	10:30 am 8:00 am- 6:00 pm 11:00 am- 5:30 pm 11:30 am- 3:30 pm 11:30 am 12:30 pm 2:05 pm- 2:40 pm 4:10 pm 5:15 pm 5:30 pm	Client Arrival Judges Room, OPL Rest Area Open Registration & Ticket Sales Amway Cash Concessions Doors Open to Public Competition Begins Intermission (Approximately) Awards Ceremony Ceremony Ends Competition Ends	JD	1200
ENGINEERING EXAMS	EH C STORAGE GG A-F	8:00AM-11:59PM 8:00AM-11:59PM	STORAGE EXAMS	RH	
WEST MICHIGAN MOMS SALE	Exhibit Hall A Exhibit Hall A Exhibit Hall A Exhibit Hall A Exhibit Hall B	6:00am 6:00am-7:00am 9:00am-3:00pm 3:00pm-5:00pm 3:00pm-5:00pm	Client Arrival Vendors Continued Move In/Set Up Show Open Vendor Load Out Vehicle Staging/Unloading Area	CJ	1000-2000

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		Exhibit Hall A	5:00pm	Client Departure	
	GRS CLASSICAL IX	RECITAL DVPH	7PM-7:30PM 8PM-10PM 10PM-12AM	UPBEAT PERFORMANCE MOVE OUT	JH
SUN. APR 14	MICHIGAN SAFETY CONFERENCE	Exhibit Hall B Storage	3:00 pm- 4:00 pm	Client Material Drop Off	TBD
	SILENCE ISN'T ALWAYS GOLDEN	BALL AB BALL A PRE WELSH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	RECEPTION RECEPTION RECEPTION	CJ
	MICHIGAN RADIO PRESENTS AN EVENING WITH DAVID SEDARIS	DVPH	5:45PM-6:30PM 7PM-8:30PM 8:30PM-10PM	BOOK SIGNING PERFORMANCE BOOK SIGNING	AK
MON. APR 15	MICHIGAN SAFETY CONFERENCE	Grand Gallery Exhibit Hall BC Grand Gallery Overlook CD Grand Gallery Grand Gallery F Exhibit Hall BC	7:30 am 8:00 am- 6:00 pm 12:00 pm- 4:00 pm 1:00 pm- 3:00 pm 1:00 pm- 2:00 pm 6:00 pm 8:00AM-11:59PM	Client Arrival Vendor Load-In Bonus Session Registration Open Light Training Meeting Vendors out of Exhibit Hall Client Departure ADA TESTING	JD
	ENGINEERING EXAMS	GGO A			
TUES. APR 16	MICHIGAN SAFETY CONFERENCE	Grand Gallery Grand Gallery Exhibit Hall B Exhibit Hall B Exhibit Hall B Exhibit Hall BC DeVos Performance Hall GG A-E, GGOL A-H, RO A-F, Chase Exhibit Hall BC Grand Gallery OL CD Grand Gallery D River Overlook A	5:15 pm 7:00 am- 2:00 pm 7:00 am 7:00 am- 10:00 am 8:00 AM 8:00 am- 2:30 pm 9:00 am- 10:00 am 10:15 am- 5:00 pm 11:00 am- 1:30 pm 12:30 pm- 1:30 pm 4:30 pm- 6:00 pm 5:00 PM 6:30 pm 12PM-9PM 3:30PM-6PM 7:30PM-10PM 8:00AM-11:59PM	Client Arrival Registration Open Exhibitors Allowed in Hall Continental Breakfast OPPS STRIKE STANCHION Exhibits Open Key Note Speaker Classes/Meetings Lunch CET MVPP Meeting ASSE Joint Chapter Meeting OPPS CHANGE OVER ROOM TO 4/17 SET Client Departure MOVE IN REHEARSAL REHEARSAL MEETING	JD 1800
	GRS POPS VI: <i>Cirque Mechanics</i>	DVPH/LYON DOCK RECITAL HALL RECITAL HALL EH A			AK
	THE NEW MERCY HEALTH LEADERSHIP TEAM				TBD
	BLUE CROSS BLUE SHIELD OF MI MEETING	BALL C, D BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP	RH
WED. APR 17	MICHIGAN SAFETY CONFERENCE	Grand Gallery Grand Gallery	5:15 pm 7:00 am- 1:30 pm	Client Arrival Registration Open	JD 1800

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		Exhibit Hall B Exhibit Hall B Exhibit Hall B Grand Gallery OL B Exhibit Hall BC GG A-E, GGOL A-H, RO A-F River Overlook B Exhibit Hall BC Grand Gallery OL H Exhibit Hall BC	7:00 am 7:00 am- 10:00 am 8:00 AM 8:00 am 8:00 am- 2:30 pm 9:00 am- 5:00 pm 11:15 am- 11:30 am 11:00 am- 1:30 pm 12:30 pm- 1:30 pm 2:30 pm- 8:30 pm 8:30 pm	Exhibitors Allowed in Hall Continental Breakfast OPPS STRIKE STANCHION Safety Council of SE Michigan Annual Meeting Exhibits Open Classes OPPS QUICK CHANGE TO THEATER Lunch Speaker Meet & Greet Vendor Load-Out Client Departure	
	BLUE CROSS BLUE SHEILD OF MI MEETING	BALL C, D BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	RH
	GRS POPS VI: <i>Cirque Mechanics</i>	DVPH RECITAL HALL	8:00AM-10:00PM 7:30PM-10PM	MOVE IN REHEARSAL	AK
THURS. APR 18	SKILLS USA- MI 41 ST ANNUAL STATE LEADERSHIP AND SKILLS CONFERENCE	BALL A-D	8:00AM-11:59PM	SETUP	
	GRS POPS VI: <i>Cirque Mechanics</i>	DVPH LOBBIES DVPH	8AM-5PM 4:30PM-10PM 7PM-10PM	MOVE IN RECEPTION (500) OPEN REHEARSAL	AK
FRI APR 19	SKILLS USA- MI 41 ST ANNUAL STATE LEADERSHIP AND SKILLS CONFERENCE	BALL A-D EH A GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP	
	GRS POPS VI: <i>Cirque Mechanics</i>	DVPH	8PM-10PM	PERFORMANCE	AK
SAT. APR 20	SKILLS USA- MI 41 ST ANNUAL STATE LEADERSHIP AND SKILLS CONFERENCE	BALL A-D EH A GG A-E	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION	
	JUMP JAM 2013	EH C GG F	8:00AM-11:59PM 8:00AM-11:59PM	PUBLIC SHOW PUBLIC SHOW	
	GRS POPS VI: <i>Cirque Mechanics</i>	DVPH	8PM-10PM	PERFORMANCE	AK
SUN. APR 21	SKILLS USA- MI 41 ST ANNUAL STATE LEADERSHIP AND SKILLS CONFERENCE	BALL A-D	8:00AM-11:59PM	CONVENTION	
	MINDSHARE 2013	BALL D COAT	8:00AM-11:59PM	STORAGE	RH
	GRS POPS VI: <i>Cirque Mechanics</i>	DVPH DVPH/LYON DOCK	3PM-5PM 5PM-8PM	PERFORMANCE MOVE OUT	AK