

Grand Rapids - Kent County Convention/Arena Authority

***Wednesday, August 23, 2000 – 7:30a.m. – 9:30a.m.
County Administration Building – Board Room
300 Monroe Avenue, NW
Grand Rapids, Michigan 49503***

A G E N D A

- | | | |
|-------|--|-------------|
| I. | Call to Order | |
| II. | Review and Approval of the Minutes of the July 26, 2000 Meeting of the CAA | Action |
| III. | Public Comment | |
| IV. | Approval of the Recommendation of Rates for the Grand Center FY 2002 | Action |
| V. | Approval of the Architect's Agreement with Progressive AE | Action |
| VI. | Approval of the Recommendation of a General Liability Insurance Policy | Action |
| VII. | Approval of Easement Acquisition Agreement for Calder Plaza Building | Action |
| VIII. | Committee Reports | Information |
| | a. Building Committee | |
| | b. Operations Committee | |
| | c. Finance Committee | |
| IX. | SMG Reports | Information |
| | a. Monthly Financial Statements | |
| | b. Facilities Calendar | |
| X. | Booking Policy | Discussion |

XI. Future Business

- a. Competitive Bidding – Operations
- b. Competitive Bidding - Construction
- c. Permanent Staffing
- d. Process for Selection of Management Firm, Effective 7/1/01
- e. Refinement of M/WBE Policy
- f. Permanent Assignment of Construction Management Contract
- g. Establish Change Order Approval Process

XII. Adjournment

Distribution:

Convention/Arena Authority:

Steve Heacock, Chair
David Frey, Vice-Chair
Birgit Klohs
Mayor John Logie
Joe Tomaselli
Lew Chamberlin
Clif Charles

Staff:

Kurt Kimball, City of Grand Rapids
Eric DeLong, City of Grand Rapids
Robert White, City of Grand Rapids
Bill Cole, City of Grand Rapids
Dianette Hight, City of Grand Rapids
Daryl Delabbio, Kent County
Al Vanderberg, Kent County
Dave Waichum, Kent County

Jim Leach, Kent County
Dick Wendt, Legal Counsel
Jon Nunn, Grand Action
Dale Sommers, Contracted Owner's Rep
Jim Knack, DDA
Rich MacKeigan, SMG
Jim Day, Kent County

**MINUTES OF THE
GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, July 26, 2000**

I. Call to Order

The meeting was called to order by Chair Steve Heacock at 7:30 a.m., in the County Administration Building Board Room. Mr. Heacock presided and Ms. Eileen Pierce, in the absence of Birgit Klohs, Secretary, recorded.

Attendance

Members Present: Steve Heacock, Chair
David Frey, Vice-Chair
Lew Chamberlin
Clif Charles
Joe Tomaselli

Members Absent: Birgit Klohs, Secretary
Mayor John Logie

Staff/Others: Authority
Dale Sommers, CAA Representative
Dick Wendt, Legal Counsel from Dickinson Wright

<u>Grand Rapids</u>	<u>Kent County</u>	<u>SMG</u>
Kurt Kimball	Al Vanderberg	Richard MacKeigan
Bill Cole	James Leach	Harry Cann
Eric DeLong	Eileen Pierce	Pat Darr
Jim Knack		Glenn Mon

Convention & Visitors Bureau
Tom Schultz
Steve Wilson
Jim Labadie

Grand Action
Jon Nunn

Showspan
John Loeks

Agenda

No changes were made to the agenda.

Operations Committee

Director Chamberlain recommended appointments to the Operation Committee. Chair Heacock appointed Milt Rohwer, President of the Frey Foundation, and Tom Carnegie, EEO Director of Kent County to the Operations Committee as recommended.

VI. SMG Reports

Monthly reports were distributed.

VII. Information

Dick Wendt informed the Authority that the liquor license was transferred to the Authority from the DDA to the CAA effective July 1, 2000.

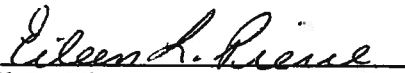
VIII. Other Business - none

IX. Future Business

Probable future business for Authority Board meetings was listed in the agenda but not discussed.

X. Adjournment

There being no other business, the meeting was adjourned at 9:32a.m.


Eileen Pierce
Secretary for the meeting

/elp



Van Andel Arena / Grand Center

Memorandum

To: GRAND RAPIDS – KENT COUNTY C.A.A.
From: RICHARD MACKEIGAN - SMG
C: FILE
Date: 8/16/00
Re: GRAND CENTER RENTAL RATES

SMG is now looking at contracting events that will run into the 2002 fiscal year at the Grand Center. We presently have rates approved for the 2001 fiscal year but no further. The CAA adopted these rates when the Grand Center was transitioned from the City to the CAA.

Attached is a copy of our recommendations for rental rates for the Grand Center for FY 2002 (July 1, 2001 to June 30, 2002). We are proposing no increase in the rental rates of the facility from FY 2001. I make this recommendation with the knowledge that construction issues and business retention will be key moving forward.

I am asking the CAA to approve these rates at the August CAA meeting. I am available for questions prior to the meeting and will be present at the meeting for any questions or comments.



ROOM RENTAL RATES

FY 2001

ROOM	TICKETED	NON-PROFIT GROUP	EXHIBIT	MEETING	BANQUET
DEVOS HALL (Sun-Thurs)	\$2100 vs. 12%	\$2,100/1st Performance \$1,050/2nd Performance	n/a	\$2,100	n/a
DEVOS HALL (Fri-Sat)	\$2200 vs. 12%	\$2,600/1st Performance \$1,300/2nd Performance	n/a	\$2,100	n/a
WELSH AUDITORIUM	\$2725 vs. 12%	\$2,725	\$1,950 or \$.29/net sq. ft.	\$2,725	\$1,525
GRAND HALL	\$1,950 vs. 12%	n/a	\$1,950 or \$.29/net sq. ft.	\$1,950	\$1,525
2/3 GRAND HALL	\$1,300 vs. 12%	n/a	\$1,300 or \$.29/net sq. ft.	\$1,300	\$1,225
1/3 GRAND HALL	\$875 vs. 12%	n/a	\$875 or \$.29/net sq. ft.	\$875	\$775
EAST HALL	\$1,675 vs. 12%	n/a	\$1,675 or \$.28/net sq. ft.	\$1,675	\$1,325
WEST HALL	\$1,675 vs. 12%	n/a	\$1,675 or \$.28/net sq. ft.	\$1,675	\$1,325
MICHIGAN ROOM	\$700 vs. 12%	n/a	\$ 700 or \$.28/net sq. ft.	\$700	\$650
KENT ROOM	\$625 vs. 12%	n/a	\$ 625 or \$.29/net sq. ft.	\$625	\$525
BLODGETT ROOM	\$200 vs. 12%	n/a	\$ 200 or \$.27/net sq. ft.	\$200	\$200
BOARD ROOM	n/a	n/a	n/a	\$150	\$150

**GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY**

DATE: August 15, 2000

TO: Board of Directors
Grand Rapids-Kent County Convention/Arena Authority

FROM: Dick Wendt
Legal Counsel

SUBJECT: Approval of Architectural Services Agreement with Progressive AE

Background: Since April, 2000, Dale Sommers, Jim Gray and I have been meeting with representatives of Progressive AE to negotiate the terms of an acceptable architectural services agreement for the convention center project. Several drafts of the agreement have been reviewed and revised and an acceptable nearly final draft of the agreement has been developed and is available for your consideration. A summary of some of its more significant provisions is as follows:

- Architect will be compensated at 8% of the cost of the work (i.e. estimated to be \$150,000,000) which shall include a credit for partial schematic design services previously contracted for and paid.
- Time parameters are set for the five phases of the project with final phase to be completed in second half of 2004.
- Project is to be bid in 4 bid packages with a guaranteed maximum price for each.
- Consultants to be retained by Architect within its fee are identified, as well as the other consultants to be separately retained by the Authority.
- A full time project field representative is not included in fee and would be contracted for separately.
- Arbitration provisions are deleted from agreement, but mediation provisions remain.
- Authority is the owner of all project drawings, specifications and electronic data prepared by the Architect for the project.
- Professional liability insurance to be provided by Architect in the amount of \$5,000,000 per claim and in the aggregate.
- Recognizes the fast track design and construction delivery method for the project and requires the Architect to work with Construction Manager in that regard.

- Provides that reimbursable expenses are capped at \$1,500,000 without prior Authority approval.
- Describes the services to be performed by the Architect in the following categories:
 - design services;
 - construction procurement services; and
 - contract administration services

Recommendation: Adoption of a motion authorizing the Chairperson of the Board to execute the architectural services agreement on behalf of the Authority in substantially the form presented with such modifications as shall not be materially adverse to the Authority approved by the Chairperson and subject to approval as to form by legal counsel.

Item VI.

Hand Delivered



FISCAL SERVICES DEPARTMENT
MEMORANDUM

TO: Bob White

FROM: Stephen Duarte 

SUBJECT: General Liability Insurance Proposal Convention/Arena Authority

DATE: August 15, 2000

Attached you will find the above referenced insurance proposal. I concur with Mr. Van Dyke's recommendation.

If you have any other concerns or questions, please do not hesitate to contact me.

Attachments



FISCAL SERVICES DEPARTMENT

Phil Van Dyke, Risk Coordinator

Kent County Administration Building, 300 Monroe Avenue, N.W. Grand Rapids, Michigan 49503-2289
Phone: (616) 336-2519 • Fax: (616) 336-3598 • e-mail: pvandyke@admin.co.kent.mi.us

August 10, 2000

Steph n Duarte
Deputy Director of Fiscal Services

RE: General Liability Insurance
Grand Rapids-Kent County Convention/Arena Authority

The general liability insurance proposal for the Convention/Arena Authority has been received.

Insurance broker, Arthur J. Gallagher approached several markets but many required a minimum premium of \$2,500 for the first \$1,000,000 of coverage. To obtain lower pricing, the broker went to a packaged insurance program from Hartford Insurance Company. The premium quote for the first \$1,000,000 of coverage is \$300.

	<u>Limit</u>	<u>Premium</u>
Primary	\$1,000,000	\$ 300
Excess	\$6,000,000	\$1,750
Excess	\$9,000,000	\$2,750

<u>Total Limit</u>	<u>Total Premium</u>	<u>Deductible</u>
\$ 7,000,000	\$ 2,050	\$ 00
\$10,000,000	\$ 3,050	\$ 00

It is recommended the Convention/Arena Board obtain \$10,000,000 in General Liability insurance coverage for the annual premium of \$3,050.

Phil Van Dyke
Risk Coordinator
336-2519

Arthur J. Gallagher & Co. of Michigan, Inc.
161 Ottawa NW, Suite 112
Grand Rapids, MI 49503

Proposal (Revised)

Named Insured: Grand Rapids – Kent County Convention/Arena Authority

Address: c/o Phil Van Dyke, County Administration Building, 300
Monroe Avenue NW, Grand Rapids, MI 49503

Coverage: Package including Property, General Liability, Hired &
Non-Owned Auto Liability

Carrier: Hartford Insurance Company

Limits: Office Contents \$ 5,000
Liability Limits \$ 1,000,000
Medical Payments \$ 5,000
Hired/Non-Owned Auto Liability \$ 1,000,000

Deductibles: Property \$ 250
General Liability \$ Nil

Package Premium: \$ 300

Coverage: Umbrella Liability

Limit of Liability: \$ 9,000,000 Annual Aggregate

Umbrella Premium: \$ 2,750

As requested a total of \$10,000,000 liability limits is offered.

Arthur J. Gallagher & Co. of Michigan, Inc.
161 Ottawa NW, Suite 112
Grand Rapids, MI 49503

Proposal

Named Insured: Grand Rapids - Kent County Convention/Arena Authority

Address: c/o Phil Van Dyke, County Administration Building, 300
Monroe Avenue NW, Grand Rapids, MI 49503

Coverage: Package including Property, General Liability, Hired &
Non-Owned Auto Liability

Limits:	Office Contents	\$ 5,000
	Liability Limits	\$ 1,000,000
	Medical Payments	\$ 5,000
	Hired/Non-Owned Auto Liability	\$ 1,000,000

Deductibles:	Property	\$ 250
	General Liability	\$ Nil

Package Premium: \$ 300

Ans. Carrier: Hartford

Coverage: Umbrella Liability

Limit of Liability: \$ 6,000,000 Annual Aggregate

Umbrella Premium: \$ 1,750

**GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY**

DATE: August 15, 2000

TO: Board of Directors
Grand Rapids-Kent County Convention/Arena Authority

FROM: Dick Wendt
Legal Counsel

SUBJECT: Approval of Easement Acquisition Agreement for Calder Plaza Building

Background: As a part of the convention center project, it is necessary to move Monroe Avenue to the east and in connection therewith relocate certain infrastructure. Scott G. Smith of Law Weathers & Richardson, special legal counsel, has been working with the City to negotiate an acceptable easement acquisition agreement with the owner and other parties in interest of the Calder Plaza Building. A copy of the final agreement is presented at this meeting and a summary of some of its significant terms prepared by Scott Smith is attached.

Recommendation: Adoption of a motion authorizing the Chairperson of the Board to execute on behalf of the Authority the easement acquisition agreement in the form presented, subject to approval as to form by legal counsel.

**GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY**

**EXECUTIVE SUMMARY OF
CALDER PLAZA BUILDING
EASEMENT ACQUISITION AGREEMENT**

- Parties.
 - Grand Rapids-Kent County Convention/Arena Authority (the "Authority")—funding source.
 - City of Grand Rapids—owner of Monroe Avenue right-of-way and constructing party.
 - Calder Plaza Office Condominium Association (the "Association")—owner of common areas of Calder Plaza Building.
 - Old Kent Bank—owner of the parking ramp and loading dock condominium units at the Calder Plaza Building and owner of 200 Monroe.
- The Association will convey a sidewalk easement to the City for \$1.00.
- The Authority will pay engineering and construction costs incurred by the Association to add a second lane to the Calder Plaza Building parking ramp Monroe Ave. exit.
 - The cost is a guaranteed maximum price of \$433,185 (\$367,185 GMP for construction + \$66,000 in engineering fees).
 - Payment will be made only after appropriate documentation showing completion of the work is presented to Dale Sommers.
 - The Association will construct the portion of the Monroe Ave. sidewalk abutting the Calder Plaza Building property.
- The City will make efforts to assure the Monroe Ave. construction and construction activities on Ottawa Ave. are conducted in a manner to assure reasonable access to the Calder Plaza Parking ramp and loading dock during the Monroe Ave. project.
- The Authority or the City may later add streetscaping improvements.
- If the Association later deems the sidewalk easement to be too large, it will be reduced in size and planters (if any) removed to adjust to the smaller easement.
- The Association must maintain the easement, including any needed snow removal.
- Disputes, if any, concerning the agreement must first be addressed by communication between the parties. Only after a cure period and meetings can any party file suit.



GRAND CENTER

FINANCIAL STATEMENT FOR THE PERIOD ENDED JUNE 30, 2000

****PRELIMINARY STATEMENT****

Distribution:

Rich MacKeigan
Kurt Kimball
Jim Knack
Bob White
Cheryl McConomy
Dave Waichum
Steve Heacock
Glen Mon
Bob Johnson
Gary McAneney
Chris Wright



An SMG Managed Facility

**GRAND CENTER
ROLLING FORECAST - YE 6/30/00
SUMMARY**

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	441	.	441	413	28
ATTENDANCE	574,516	.	574,516	608,181	(33,665)
DIRECT EVENT REVENUE	1,598,874	.	1,598,874	1,488,431	110,443
ANCILLARY REVENUE	709,667	.	709,667	651,389	58,278
TOTAL EVENT REVENUE	2,308,540	.	2,308,541	2,139,820	168,721
TOTAL OTHER REVENUE	122,928	.	122,928	64,500	58,428
TOTAL OPERATING REVENUE	2,431,468	.	2,431,469	2,204,320	227,149
INDIRECT EXPENSES					
EXECUTIVE	53,938	.	53,938	51,734	2,204
FINANCE	130,323	.	130,323	132,335	(2,012)
MARKETING	109,891	.	109,891	115,539	(5,648)
OPERATIONS	773,829	.	773,829	841,849	(68,020)
BOX OFFICE	51,024	.	51,024	89,797	(38,773)
OVERHEAD	1,022,820	.	1,022,820	1,024,333	(1,513)
TOTAL OPERATING EXP.	2,141,825	.	2,141,825	2,255,587	(113,762)
NET OPERATING REVENUE OVER OPERATING EXPENSES	289,646	-	289,644	(51,267)	340,911

Comments:

****ESTIMATED****

MANAGEMENT FEE CALCULATION

BENCHMARK REVENUES (Est.) \$ 2,006,247
PROJECTED REVENUES \$ 2,431,469

PROJECTED INCREASE \$ 425,222

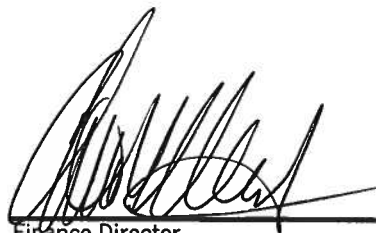
20% OF FIRST \$500,000 \$ 85,044
25% OF \$500,000 AND ABOVE \$.

TOTAL INCENTIVE FEE \$ 85,044
TOTAL BASE 99/00 \$ 169,761

TOTAL FEE FOR FYE 99/00 \$ 254,805

June marks the end of the 2000 fiscal year. The most successful year in Grand Cente history.


General Manager


Finance Director

**GRAND CENTER
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED JUNE30, 2000**

The following schedule summarizes operating results for the month ending and the YTD ending May 31, 2000, compared to budget and to the prior year:

MONTH	June Actual	June Budget	June FY1999
Number of Events	24	21	21
Attendance	17,880	10,050	16,045
Direct Event Income	\$58,352	\$58,195	\$32,529
Ancillary Income	46,449	31,372	29,525
Other Income	15,243	5,375	9,615
Indirect Expenses	(289,034)	(147,644)	(240,267)
Net Income	<u>(\$168,990)</u>	<u>(\$52,702)</u>	<u>(\$168,598)</u>

YTD	YTD 00 Actual	YTD 00 Budget	YTD 99 Prior Year
Number of Events	441	412	419
Attendance	574,516	608,181	600,866
Direct Event Income	\$1,598,874	\$1,488,260	\$1,440,528
Ancillary Income	709,667	651,119	639,353
Other Income	122,928	64,500	74,719
Indirect Expenses	(2,141,825)	(2,255,594)	(2,029,275)
Net Income	<u>\$289,644</u>	<u>(\$51,715)</u>	<u>\$125,326</u>

EVENT INCOME

Direct event income came in at expected levels for the month.

ANCILLARY INCOME

Ancillary income came in above budget for the month due to using more than exp in-house equipment and higher than expected food & beverage spending.

INDIRECT EXPENSES

Indirect expenses came in higher than expected due to purchases for summer proj

GRAND CENTER
FACILITY STATEMENT OF INCOME
PERIOD ENDING 06/30/00

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						

DIRECT EVENT INCOME						
RENTAL INCOME	55,727	61,150	46,108	1,508,463	1,452,231	1,410,775
SERVICES INCOME	2,626	<2,955>	<13,580>	90,410	36,029	29,753
	-----	-----	-----	-----	-----	-----
TOTAL DIRECT EVENT INCOME	58,352	58,195	32,529	1,598,874	1,488,260	1,440,528
ANCILLARY INCOME						

FOOD & BEVERAGE	20,350	15,268	12,568	262,329	268,993	255,767
NOVELTY	417	400	0	24,951	14,257	30,214
OTHER ANCILLARY	25,683	15,704	16,957	422,388	367,869	353,372
	-----	-----	-----	-----	-----	-----
TOTAL ANCILLARY INCOME	46,449	31,372	29,525	709,667	651,119	639,353
TOTAL EVENT INCOME	104,801	89,567	62,053	2,308,541	2,139,379	2,079,881
OTHER OPERATING INCOME	15,243	5,375	9,615	122,928	64,500	74,719
	-----	-----	-----	-----	-----	-----
ADJUSTED GROSS INCOME	120,045	94,942	71,668	2,431,469	2,203,879	2,154,601
INDIRECT EXPENSES						
EXECUTIVE	4,010	4,158	4,090	53,938	51,734	52,848
FINANCE	8,144	10,876	10,087	130,323	132,335	130,936
MARKETING	11,352	9,737	8,056	109,891	115,539	110,327
OPERATIONS	114,140	42,142	134,859	773,829	844,562	707,270
BOX OFFICE	2,902	7,378	4,955	51,024	89,798	58,466
OVERHEAD	148,485	73,353	78,220	1,022,820	1,021,626	969,428
	-----	-----	-----	-----	-----	-----
INDIRECT EXPENSES	289,034	147,644	240,267	2,141,825	2,255,594	2,029,275
NET OPERATING INCOME	<168,989>	<52,702>	<168,599>	289,644	<51,715>	125,326
OTHER EXPENSES						

NET INCOME (LOSS)	<168,989>	<52,702>	<168,599>	289,644	<51,715>	125,326
	=====	=====	=====	=====	=====	=====

GRAND CENTER
STATEMENT OF SERVICES INCOME
PERIOD ENDING 06/30/00

	-----CURRENT-----			-----YEAR TO DATE-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	0	0	770	78,115	4,300	37,603
Sponsorship Income	0	0	0	0	0	563
Stagehands Billed	33,197	9,971	17,635	905,975	695,506	826,135
Security Billed	4,980	3,538	1,767	103,750	89,411	86,576
Ushers & Tix Takers Billed	5,134	3,425	3,804	153,403	154,807	147,483
Box Office Billed	450	500	300	20,500	19,500	18,657
Ticketing Service Billed	6,701	2,302	1,171	165,561	127,247	150,836
Utilities Billed	0	0	700	17,200	17,600	12,635
City Police Fire Billed	248	0	0	20,755	15,186	17,214
Traffic Control Billed	326	1,420	103	28,858	21,380	27,575
EMT Medical Billed	665	338	740	24,776	24,757	23,404
Cleaning Billed	148	0	0	9,809	10,762	5,141
Insurance Billed	515	0	0	3,197	697	2,580
Group Sales Commissions Billed	0	0	0	2,824	0	3,215
Telephone Billed	930	200	0	11,334	7,300	14,172
Damages Billed	0	0	0	<65>	0	2,361
Other Production Billed	4,092	0	<146>	44,432	215	31,931
TOTAL SERVICE INCOME	57,386	21,694	26,843	1,590,424	1,188,668	1,408,081
Advertising Expense	0	180	770	72,921	4,480	31,682
Stagehand Wages	33,389	9,672	16,083	840,350	672,203	799,901
Security Wages	4,980	3,538	1,835	107,453	90,877	87,616
Ushers & T/T Wages	3,594	2,408	2,853	112,583	119,585	110,044
Ticket Sellers Wages	956	100	686	35,307	18,236	27,496
Ticket Service Charge Expense	0	844	10,003	46,350	28,482	47,360
Utilities Expense Allocated	0	0	0	300	44	0
City Police Fire Expense	248	0	0	20,755	16,063	15,539
Traffic Control Expense	326	1,420	369	46,971	36,119	39,673
EMT Medical Expense	665	270	740	16,217	19,678	18,550
Cleaning Wages	6,144	6,217	7,084	151,145	146,136	178,732
Contracted Cleaning Expense	0	0	0	14,323	0	0
Insurance Expense	415	0	0	2,293	591	2,670
Group Sales Commissions	0	0	0	1,565	0	169
Allocated Telephone Expense	0	0	0	0	0	155
Damage Expense	0	0	0	441	0	0
Other Production Expense	4,044	0	0	31,039	145	18,742
TOTAL SERVICE EXPENSE	54,760	24,649	40,423	1,500,013	1,152,639	1,378,328
NET SERVICE INCOME	2,626	<2,955>	<13,580>	90,410	36,029	29,753
	=====	=====	=====	=====	=====	=====

GRAND CENTER
STATEMENT OF FINANCIAL POSITION
PERIOD ENDING 06/30/00

ASSETS

CURRENT ASSETS

CASH	1,244,645
ACCOUNTS RECEIVABLE	936,871
PREPAID EXPENSES	16,924

TOTAL CURRENT ASSETS	2,198,440
----------------------	-----------

FIXED ASSETS

TOTAL ASSETS	2,198,440
--------------	-----------

LIABILITIES & EQUITY

CURRENT LIABILITIES

ACCOUNTS PAYABLE	789,232
ACCRUED EXPENSES	636,802
ADVANCED TIX SALES & DEPOSITS	341,441

TOTAL CURRENT LIABILITIES	1,767,475
---------------------------	-----------

EQUITY

FUNDS REMITTED	<600,000>
FUNDING RECEIVED	522,871
RETAINED EARNINGS	218,451
NET INCOME (LOSS)	289,644

TOTAL EQUITY	430,965
--------------	---------

TOTAL LIABILITIES & EQUITY	2,198,440
----------------------------	-----------

GRAND CENTER
INDIRECT EXPENSE SUMMARY
PERIOD ENDING 06/30/00

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	26,197	39,525	40,553	417,480	474,278	425,605
Part-Time	9,141	7,623	4,833	162,830	135,718	144,417
Wages-Trade	57,106	62,680	27,899	1,099,596	1,038,330	1,082,740
Auto Expense	721	1,019	1,021	10,450	12,250	11,958
Taxes & Benefits	19,049	26,535	50,942	311,361	318,299	323,587
Less: Allocation/Reimbursement	<54,210>	<97,237>	<40,330>	<1,291,033>	<1,166,965>	<1,296,683>
TOTAL LABOR COSTS	58,004	40,145	84,917	710,684	811,910	691,625
Contracted Security	1,896	4,663	3,963	56,892	56,000	50,487
Other Contracted Services	147	163	143	1,837	2,000	1,599
Travel & Entertainment	1,807	221	354	7,496	2,850	940
Corporate Travel	0	500	0	364	6,000	16,200
Meetings & Conventions	380	432	1,116	2,181	8,250	4,847
Dues & Subscriptions	29	283	0	1,526	3,800	1,588
Employee Training	0	337	0	2,584	4,000	159
Miscellaneous Expense	0	0	0	246	0	0
Computer Expense	5,521	3,812	9,348	46,683	45,700	41,792
Professional Fees	1,125	1,462	400	14,334	17,500	16,652
Marketing & Advertising	3,732	1,299	<69>	10,772	15,500	15,139
Box Office Expenses	<18>	0	0	268	0	912
Small Equipment	827	837	5,271	<4,147>	10,000	10,270
Architect Design Fees	0	0	0	318	0	0
Trash Removal	219	1,500	335	21,773	30,000	25,257
Equipment Rental	969	226	36	6,463	2,712	6,995
Landscaping	6,841	500	891	7,212	3,500	2,997
Snow Removal	0	0	0	333	3,750	175
Exterminating	0	163	0	1,338	2,000	1,435
Cleaning	3,070	0	40	7,519	7,600	1,071
Repairs & Maintenance	12,380	12,033	8,185	107,879	103,596	91,162
Supplies	49,367	10,864	63,406	164,252	158,500	151,635
Bad Debt Expense	0	250	1,960	0	1,000	2,460
Bank Service Charges	5,509	413	2,095	12,623	5,000	7,191
Insurance	22,383	15,556	10,854	170,380	186,650	156,397
Licenses & Fees	0	0	0	0	0	1,690
Other Taxes	0	538	0	3,810	6,500	3,316
Printing & Stationary	329	337	771	1,860	4,500	5,638
Office Supplies	656	1,000	1,934	4,566	12,000	11,130
Postage	198	250	0	1,751	3,000	2,398
Parking Expense	166	1,000	241	16,042	12,000	11,748
Telephone Long Distance	2,583	2,087	192	33,711	25,000	32,929
Utilities	29,638	28,875	16,138	468,273	490,000	441,475
Base Fee	28,326	14,144	13,841	169,958	169,761	166,432
Incentive Fee	52,032	3,304	13,476	85,044	39,615	48,872
Common Area Expense	0	0	0	0	0	431
Municipal Indirect Charges	917	450	431	5,726	5,400	4,679
Less: Allocated/Reimbursement	0	0	<1>	<724>	0	<446>
TOTAL MATERIAL AND SERVICES	231,029	107,499	155,350	1,431,141	1,443,684	1,337,650
TOTAL INDIRECT EXPENSES	289,034	147,644	240,267	2,141,825	2,255,594	2,029,275



VAN ANDEL ARENA

FINANCIAL STATEMENT
FOR THE PERIOD ENDED JUNE 30, 2000

******PRELIMINARY STATEMENT******

Distribution:

Rich MacKeigan
Kurt Kimball
Jim Knack
Bob White
Cheryl McConomy
Dave Waichum
Steve Heacock
Glen Mon
Bob Johnson
Gary McAneney
Chris Wright



An SMG Managed Facility

**VAN ANDEL ARENA
ROLLING FORECAST - YE 6/30/00
SUMMARY**

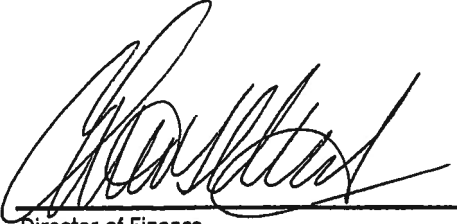
	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	173	.	173	157	16
ATTENDANCE	866,383	.	866,383	1,026,750	(160,367)
DIRECT EVENT INCOME	1,305,383	.	1,305,383	1,530,211	(224,828)
ANCILLARY INCOME	1,526,566	.	1,526,566	1,701,054	(174,488)
TOTAL EVENT INCOME	2,831,949	.	2,831,949	3,231,265	(399,316)
TOTAL OTHER INCOME	1,577,234	.	1,577,234	1,587,109	(9,875)
TOTAL INCOME	4,409,183	.	4,409,183	4,818,374	(409,191)
INDIRECT EXPENSES					
EXECUTIVE	95,738	.	95,738	101,353	5,615
FINANCE	109,578	.	109,578	154,462	44,884
MARKETING	153,694	.	153,694	153,858	164
OPERATIONS	1,043,473	.	1,043,473	1,031,885	(11,588)
BOX OFFICE	80,230	.	80,230	145,480	65,250
LUXURY SEATING	95,545	.	95,545	80,532	(15,013)
SKYWALK ADMIN	45,058	.	45,058	33,164	(11,894)
OVERHEAD	1,421,352	.	1,421,352	1,470,904	49,552
TOTAL INDIRECT EXP.	3,044,668	.	3,044,668	3,171,638	126,970
NET REVENUE ABOVE EXPENSES	1,363,975	.	1,364,515	1,646,736	(282,221)
LESS ALLOCATION FOR CAPITAL REPLACEMENT	530,450	.	530,450	530,450	.
NET REVENUE ABOVE EXPENSES AFTER CAPITAL	833,525	.	834,065	1,116,286	(282,221)

Benchmark revenues	3,891,390
Final Statement revenues	4,409,183
Projected excess	517,793
20% of first \$500,000 excess	100,000
25% of \$500,000 and above	4,448
Total Incentive Fee	104,448
2000 Base Fee	254,616
Total Fee for FY 2000	359,064

Comments:

June marks the end of the fourth fiscal year of the Arena. While the Arena performed below budgeted levels for the year, the second half of the fiscal year was strong. Based on the strength of the last quarter the Arena has good momentum heading into fiscal year 2001.

General Manager



Director of Finance

**VAN ANDEL ARENA
GRAND RAPIDS
FINANCIAL STATEMENT HIGHLIGHTS**

	June Actual	June Budget	June Last Year	YTD 6/30/00 Actual	YTD 6/30/00 Budget
Number of Events	8	7	7	173	157
Attendance	54,471	52,000	34,420	866,383	1,026,750
Direct Event Income	\$104,130	\$116,299	\$74,929	\$1,305,383	\$1,530,521
Ancillary Income	109,765	101,223	76,757	1,526,566	1,701,050
Other Income	150,342	132,237	119,927	1,577,234	1,587,108
Indirect Expenses	(289,349)	(263,991)	(290,258)	(3,044,668)	(3,171,638)
Net Revenue above Expenses	<u>\$74,888</u>	<u>\$85,768</u>	<u>(\$18,645)</u>	<u>\$1,364,515</u>	<u>\$1,647,041</u>

COMMENTS:

***** EVENT INCOME *****

Direct event income came in at expected levels for the month. The highlight of the month was the Tina Turner concert which set an Arena record for highest Gross Ticket Sales for a one day event.

***** ANCILLARY INCOME *****

Ancillary income came in above budget for the month. This was due to the Rampage commitment for the Video Board.

***** INDIRECT EXPENSES *****

Indirect expenses continue to perform at expected levels.

***** ** ***** ***** ***** ***** ***** ***** ***** ***** *****

VAN ANDEL ARENA
FACILITY STATEMENT OF INCOME
PERIOD ENDING 06/30/00

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						

DIRECT EVENT INCOME						
RENTAL INCOME	116,865	109,250	83,182	1,787,475	2,085,547	2,381,764
SERVICES INCOME	<12,735>	7,049	<8,253>	<482,092>	<555,026>	<493,644>
TOTAL DIRECT EVENT INCOME	104,130	116,299	74,929	1,305,383	1,530,521	1,888,120
ANCILLARY INCOME						

FOOD & BEVERAGE	57,590	66,273	42,690	1,194,491	1,360,128	1,440,328
NOVELTY	18,151	34,950	9,019	250,065	336,995	351,176
PARKING	0	0	20,703	0	0	272,181
OTHER ANCILLARY	34,024	0	4,346	82,010	3,927	9,365
TOTAL ANCILLARY INCOME	109,765	101,223	76,757	1,526,566	1,701,050	2,073,050
TOTAL EVENT INCOME	213,895	217,522	151,686	2,831,949	3,231,571	3,961,170
OTHER OPERATING INCOME	150,342	132,237	119,927	1,577,234	1,587,108	1,555,503
ADJUSTED GROSS INCOME	364,238	349,759	271,613	4,409,183	4,818,679	5,516,674
INDIRECT EXPENSES						
EXECUTIVE	13,486	8,458	5,748	95,738	101,353	91,653
FINANCE	15,714	12,870	8,330	109,578	154,462	126,781
MARKETING	19,082	12,816	19,223	153,694	153,858	143,274
GROUP SALES	0	0	1,794	0	0	35,624
LUXURY SEATING	9,262	6,711	2,908	95,545	80,532	42,621
OPERATIONS	82,386	85,708	126,381	1,043,473	1,031,885	1,051,289
BOX OFFICE	3,540	12,056	6,152	80,230	145,480	125,626
SKYWALK ADMINISTRATION	7,087	2,771	3,093	45,058	33,164	33,846
OVERHEAD	138,792	122,601	116,628	1,421,352	1,470,904	1,607,541
INDIRECT EXPENSES	289,349	263,991	290,258	3,044,668	3,171,638	3,258,257
NET OPERATING INCOME	74,888	85,768	<18,645>	1,364,515	1,647,041	2,258,417
OTHER EXPENSES						
NET INCOME (LOSS)	74,888	85,768	<18,645>	1,364,515	1,647,041	2,258,417
=====	=====	=====	=====	=====	=====	=====

VAN ANDEL ARENA
STATEMENT OF SERVICES INCOME
PERIOD ENDING 06/30/00

	-----CURRENT-----			-----YEAR TO DATE-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	96,981	6,900	7,260	322,876	128,600	361,640
Sponsorship Income	20,250	0	10,000	43,870	0	58,935
Labor Billed	1,730	2,460	3,100	36,633	25,805	33,925
Changeover Setup Billed	11,918	14,800	10,588	142,763	140,733	147,326
Stagehands Billed	28,558	38,134	33,250	591,808	438,989	574,324
Security Billed	8,434	12,540	15,616	172,022	126,735	195,694
Ushers & Tix Takers Billed	8,473	14,388	8,893	149,389	161,079	182,441
Box Office Billed	2,845	1,161	1,161	34,460	16,271	15,366
Ticketing Service Billed	18,328	21,530	7,170	165,072	244,845	219,478
Utilities Billed	0	0	2,000	3,000	1,350	3,887
City Police Fire Billed	1,736	1,400	1,148	20,220	27,720	27,496
EMT Medical Billed	2,905	1,240	2,590	19,318	14,039	19,347
Cleaning Billed	7,844	14,658	9,538	140,487	155,302	156,743
Taxes Billed	0	0	0	0	0	2
Insurance Billed	0	6,480	2,772	0	69,270	51,768
Group Sales Commissions Billed	0	275	61	7,162	9,250	17,852
Telephone Billed	1,299	1,465	1,933	28,903	23,070	36,186
Damages Billed	0	0	0	2,140	0	1,100
Other Production Billed	43,278	10,650	9,785	368,622	136,500	239,624
TOTAL SERVICE INCOME	254,578	148,081	126,865	2,248,744	1,719,558	2,343,131
Advertising Expense	92,249	6,900	7,350	305,877	127,100	345,980
Sponsorship Expenses	10,125	0	5,000	27,715	0	37,142
Labor Wages	1,471	2,091	2,635	31,138	21,934	28,836
Contracted Changeover Setup Expense	16,301	14,110	9,870	247,737	279,015	253,255
Stagehand Wages	26,582	37,224	35,024	601,350	451,880	613,719
Contracted Security Expense	14,288	12,915	14,773	226,930	208,865	261,204
Contracted Ushers & T/T Expense	20,983	15,475	11,414	304,534	307,278	334,595
Ticket Sellers Wages	0	987	658	10,176	11,245	11,425
Ticket Service Charge Expense	15,758	18,115	22,233	158,617	250,780	215,710
City Police Fire Expense	0	1,400	1,148	12,032	31,620	28,022
EMT Medical Expense	2,872	882	1,825	27,237	14,632	22,050
Contracted Cleaning Expense	23,750	13,880	10,770	335,575	302,818	320,238
Local Taxes	0	0	0	0	0	2
Insurance Expense	0	6,480	2,772	14,153	88,320	75,757
Group Sales Commissions	0	83	0	0	5,764	11,946
Group Sales P/R Taxes Bene	0	0	0	0	83	1,017
Allocated Telephone Expense	258	440	0	4,219	9,750	2,516
Other Production Expense	42,677	10,050	9,647	423,548	163,500	273,360
TOTAL SERVICE EXPENSE	267,313	141,032	135,119	2,730,836	2,274,584	2,836,775
NET SERVICE INCOME	<12,735>	7,049	<8,253>	<482,092>	<555,026>	<493,644>
	=====	=====	=====	=====	=====	=====

VAN ANDEL ARENA
STATEMENT OF FINANCIAL POSITION
PERIOD ENDING 06/30/00

ASSETS

CURRENT ASSETS

CASH	1,830,862
ACCOUNTS RECEIVABLE	1,740,179
PREPAID EXPENSES	103,527

TOTAL CURRENT ASSETS	3,674,569
----------------------	-----------

FIXED ASSETS

INTANGIBLE ASSETS	29,297
-------------------	--------

TOTAL OTHER ASSETS	29,297
--------------------	--------

TOTAL ASSETS	3,703,866
--------------	-----------

LIABILITIES & EQUITY

CURRENT LIABILITIES

ACCOUNTS PAYABLE	396,470
ACCRUED EXPENSES	565,725
DEFERRED INCOME	481,867
ADVANCED TIX SALES & DEPOSITS	943,042

TOTAL CURRENT LIABILITIES	2,387,104
---------------------------	-----------

EQUITY

FUNDS REMITTED	<2,165,553>
FUNDING RECEIVED	965,205
RETAINED EARNINGS	1,152,493
NET INCOME (LOSS)	1,364,616

TOTAL EQUITY	1,316,761
--------------	-----------

TOTAL LIABILITIES & EQUITY	3,703,866
----------------------------	-----------

VAN ANDEL ARENA
INDIRECT EXPENSE SUMMARY
PERIOD ENDING 06/30/00

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	47,611	39,815	30,550	415,993	477,890	413,472
Part-Time	<8,572>	4,500	4,791	49,165	54,000	87,598
Wages-Trade	67,853	59,935	60,182	880,353	719,165	883,273
Sales Commissions Group Sales	0	490	0	0	5,847	11,946
Auto Expense	831	832	630	9,471	9,984	6,820
Taxes & Benefits	22,416	23,802	20,575	278,319	285,943	294,075
Less: Allocation/Reimbursement	<31,623>	<45,343>	<41,392>	<685,338>	<540,359>	<705,057>
TOTAL LABOR COSTS	98,517	84,031	75,336	947,964	1,012,470	992,128
Contracted Security	15,738	15,275	14,194	189,994	183,300	177,575
Contracted Cleaning	2,017	1,959	2,140	24,150	23,508	23,685
Other Contracted Services	249	250	242	2,927	3,000	2,673
Travel & Entertainment	739	468	94	4,855	5,550	3,813
Corporate Travel	364	1,000	816	2,642	12,000	17,239
Meetings & Conventions	290	1,043	0	6,171	12,450	7,380
Dues & Subscriptions	0	212	180	2,167	2,500	1,236
Employee Training	965	837	0	1,713	10,000	269
Miscellaneous Expense	5,000	87	0	5,000	1,000	357
Computer Expense	2,232	1,625	1,461	24,331	19,500	23,446
Professional Fees	1,505	2,076	2,000	17,621	25,000	23,491
Marketing & Advertising	13,657	4,837	9,775	73,859	58,000	51,211
Box Office Expenses	2,012	0	<1,292>	0	0	0
Small Equipment	0	288	0	1,378	3,500	0
Trash Removal	1,404	1,250	884	14,843	15,000	13,222
Equipment Rental	<2,472>	587	1,388	14,192	7,000	13,966
Landscaping	2,650	375	0	2,650	4,500	1,853
Snow Removal	0	250	0	333	3,000	1,976
Exterminating	0	300	248	2,723	3,600	2,970
Cleaning	<2,968>	750	2,968	<438>	9,000	2,968
Repairs & Maintenance	13,547	10,276	17,222	128,164	123,400	123,564
Supplies	5,222	15,438	54,696	183,309	185,300	198,079
Bad Debt Expense	0	0	23,014	0	0	23,014
Bank Service Charges	<7,328>	500	520	6,441	6,000	7,118
Insurance	<13,928>	20,751	<8,199>	221,513	248,946	269,663
Licenses & Fees	0	0	0	0	0	69
Other Taxes	0	625	0	1,441	7,500	6,377
Printing & Stationary	<1,119>	1,538	2,241	10,005	18,500	20,279
Office Supplies	290	1,000	1,873	12,109	12,000	18,021
Postage	167	1,650	600	6,777	19,800	15,551
Parking Expense	0	1,150	813	28,454	13,800	10,521
Telephone Long Distance	<953>	3,587	<3,493>	47,264	43,000	34,888
Utilities	82,127	53,111	35,227	715,957	637,200	679,681
Base Fee	21,245	21,159	20,808	254,937	253,853	249,694
Incentive Fee	52,761	17,227	35,106	104,448	206,746	249,694
Amortization	1,963	1,966	1,963	23,560	23,559	23,560
Common Area Expense	<6,285>	<3,237>	<2,743>	<34,565>	<38,844>	<30,634>
Less: Allocated/Reimbursement	<258>	<250>	178	<4,219>	<3,000>	<2,338>
TOTAL MATERIAL AND SERVICES	190,833	179,960	214,922	2,096,704	2,159,168	2,266,129
TOTAL INDIRECT EXPENSES	289,349	263,991	290,258	3,044,668	3,171,638	3,258,257

GRAND CENTER WEEKLY - YEAR 2000

ITEM 1X6

DATE	EVENT	EC	ROOM	TIME	FUNCTION
WED. AUG 16					
THURS. AUG 17	CITY TEST	TM	KR/	8A-NOON	TEST
FRI AUG. 18	MI COUNCIL OF SQUARE & ROUND DANCE CLUBS	LI	2/3 GH/ 1/3 GH 2/3GH/ KR E/ KR A-D/ BL/	6A 8A-NOON NOON-11P 11P-M ID 5P-9P 3P-5P 7P-11P NOON-11P	CHALKING FLOOR MOVE IN COMPETITION PARTY COMPETITION COMPETITION COMPETITION
SAT. AUG. 19	MI COUNCIL OF SQUARE & ROUND DANCE CLUBS	LI	GH KR E/ KR A-D/ BL/	9:30A-MID MIND-2A 10A-11P NOON-11P 10A-11P	EVENT MOVE OUT COMPETITION COMPETITION COMPETITION
SUN. AUG 20	FAMILY INDEPENDENCE AGENCY	BW	GH/	10A-5P	MOVE IN
MON. AUG 21	FAMILY INDEPENDENCE AGENCY	BW	GH/	8A-11:30A 11:45A-3P 6P-7P 7P-9:30P	MOVE IN LUNCH RECEPTION DINNER
TUES. AUG 22	FAMILY INDEPENDENCE AGENCY	BW	GH/	7:30A-9:30A 11:45A-3P	BREAKFAST LUNCH
WED. AUG 23	FAMILY INDEPENDENCE AGENCY	BW	GH/	7:30A-10A 11:45A-3P 3P-5P	BREAKFAST LUNCH MOVE OUT
	POLICE TRAINING	TM	BL/		TRAINING
THURS. AUG 24	2000 SCRAPBOOK TOUR	BW	MR/	2P-10P	MOVE IN
	POLICE TRAINING	TM	BL/		TRAINING
FRI. AUG 25	2000 SCRAPBOOK TOUR	BW	MR/ KR/ MR CONCOURSE/ MR/	8A-10A 9A-5P 10A-11:30A NOON-6P	OPEN TO INVITE ONLY SEMINARS LUNCH OPEN TO PUBLIC
SAT. AUG 26	2000 SCRAPBOOK TOUR	BW	MR/ KR/ MR CONCOURSE/ MR,KR/	9A-5P 9A-5P NOON-1P 5P-10P	OPEN SHOW TO EVERYONE SEMINARS BOX LUNCH MOVE OUT
SUN. AUG 27					
MON. AUG 28	POLICE TRAINING	TM	BL/		TRAINING
	STEINWAY TUNING	ST	DV/	8A-APPROX NOON STOMETIME DURING BUSINESS HOURS	SHELL LOAD IN STEINWAY PIANO DELIVERED
TUES. AUG 29	POLICE TRAINING	TM	BL/		TRAINING
	STEINWAY TUNING	ST	DV/	ALL DAY	STEINWAY VOICING / TUNING
WED. AUG 30	STEINWAY TUNING	ST	DV/	ALL DAY	STEINWAY VOICING / TUNING
THURS. AUG 31	STEINWAY TUNING	ST	DV/	ALL DAY	STEINWAY VOICING / TUNING
FRI. SEPT 1	STEINWAY TUNING	ST	DV/	8A-NOON	LOAD OUT SHELL
SAT. SEPT 2	VIETNAMESE CONCERT	ST	DV/	9A-6P 6P 7P-MID MID-2A	MOVE IN DOORS PERFORMANCE MOVE OUT
SUN. SEPT 3	LORD I'M COMING HOME	ST	DV/	NOON-5P 6:30P-7:30P 7:30P 8P10:30P 10:30P-MID	MOVE IN SOUND CHECK DOORS PERFORMANCE MOVE OUT
MON. SEPT 4					
TUES. SEPT 5	GRSO CLASSICAL I - ANDRE WATTS	ST	DV/	8A-1P 3:30P-6P 7:30P-10P	MOVE IN REHEARSAL REHEARSAL
WED. SEPT 6	GRSO CLASSICAL I - ANDRE WATTS	ST	DV/	10:30A-12:30P 5P 7:30P-10P	REHEARSAL PIANO TUNING REHEARSAL
THURS. SEPT 7	GRSO CLASSICAL I - ANDRE WATTS	ST	DV/	9A 10A-1P 1:15P-3:45P	PIANO TUNING MIC HANG REHEARSAL
FRI. SEPT 8	CITY MEETING	TM	BR/	8A-NOON	MEETING
	GRSO CLASSICAL I - ANDRE WATTS	ST	DV/ 3 RD FLOOR DV/ DV/	5P 6:45P 7:15P-7:45P 8P-10:30P	PIANO TUNING OPEN TO UPBEAT UPBEAT PERFORMANCE

DATE	EVENT	EC	ROOM	TIME	FUNCTION
SAT. SEPT 9	GRSO CLASSICAL I – ANDRE WATTS	ST	DV/ 3 RD FLOOR DV/ DV/	5P 6:45P 7:15P-7:45P 8P-10:30P 10:30P	PIANO TUNING OPEN TO UPBEAT UPBEAT PERFORMANCE MOVE OUT
SUN. SEPT 10	AMERICAN CONTRACT MANUFACTURERS SHOW	BW	EH/	8A-5P	DECORATOR SET UP
MON. SEPT 11	AMERICAN CONTRACT MANUFACTURERS SHOW	BW	EH/	NOON-6P	EXHIBITOR MOVE IN
TUES SEPT 12	AMERICAN CONTRACT MANUFACTURERS SHOW	BW	EH/ MR/ EH/	7:30A-9:30A 8:30A-3:30P 9:30A-4P	EXHIBITOR MOVE IN SEMINARS EXHIBITS OPEN
WED. SEPT 13	HDS SERVICES 2000 MANAGERS CONFERENCE	LI	2/3 GH/ KR,BL,BR/	8A-NOON BOON-5P 5:30P-8:30P 8:30P-10P 8:30P-10P 1P-4:30P	PIPE & DRAPE MOVE IN EXHIBITS VENDOR OUT GIFT DRAWING BREAKOUTS
	AMERICAN CONTRACT MANUFACTURERS SHOW	BW	MR/ EH/	8:30A-3:30P 9:30A-4P 4P-8P 4P-MID	SEMINARS EXHIBITS OPEN EXHIBITORS MOVE OUT DECORATOR MOVE OUT
THURS. SEPT 14	GRSO POPS I	ST	DV/	10A-5P 1P-5P 7P-10:30P	MOVE IN AUDITIONS RHEARSAL
FRI. SEPT 15	NIKKEN, INC.	BW	KR/	5P-7P 7P-10P	MOVE IN SEMINAR
	GRSO POPS I	ST	DV/	8P-10:30P	PERFORMANCE
SAT. SEPT 16	NIKKEN, INC.	BW	KR/	8A-8P	SEMINAR
	GRSO POPS I	ST	DV/	8P-10:30P	PERFORMANCE
	WEST MICHIGAN LOW RIDER CAR & BIKE SHOW	BW	EH/		MOVE IN SHOW MOVE OUT
SUN. SEPT 17	NIKKEN, INC.	BW	KR/	9A-6P 6P-7P	SEMINAR MOVE OUT
	MICHIGAN ASSOCIATION OF REALTORS	LI	GH/		MOVE IN
	GRSO POPS I	ST	DV/	3P-5:30P 5:30P-8:30P	PERFORMANCE MOVE OUT
MON. SEPT 18	MICHIGAN ASSOCIATION OF REALTORS	LI	GH/		EXHIBITS
TUES. SEPT 19	MICHIGAN ASSOCIATION OF REALTORS	LI	GH/		EXHIBITS MOVE OUT
	PEOPLE TO PEOPLE	BW	MR/	5P-7:30P 7:30P-9:30P	MOVE IN SEMINAR
WED. SEPT 20	STEELCASE, INC.	LI	WA,GH/		MOVE IN BANQUET MOVE OUT
	PEOPLE TO PEOPLE	BW	MR/	6P-7:30P 7:30P-9:30P	SPEAKERS IN SEMINAR
	INSTITUTE FOR NAUTRAL RESOURCES	LI	KR		MOVE IN SEMINAR MOVE OUT
THURS. SEPT 21	PEOPLE TO PEOPLE	BW	MR/	6P-7:30P 7:30P-9:30P	SPEAKERS IN SEMINAR
	NATIONAL SALES	LI	EH/		MOVE IN
FRI. SEPT 22	NATIONAL SALES	LI	EH/		MOVE IN SHOW
	AIN'T NOTHIN BUT THE BLUES	ST	DV/	NOON-4P	HOUSE STRIP
	GRSO SPECIAL EVENT	ST	DV/	3:30P-6P 8P-	REHEARSAL PERFORMANCE
SAT. SEPT 23	S. ABRAHAM & SONS, INC. MINI TRADE SHOW	BW	2/3 GH/	6A-9A 7:30A-9A 9A-NOON NOON-1:30P 1:30P-4P	MOVE IN BREAKFAST / MEETING EXHIBITS OPEN LUNCH / MEETING MOVE OUT
	NATIONAL SALES	LI	EH/		SHOW
	QUEENS OF COMEDY	ST	WA/	NOON-5P 7P 8P-10:30P 10:30P-MID	MOVE IN DOORS PERFORMANCE MOVE OUT
SUN. SEPT 24	NATIONAL SALES	LI	EH/		SHOW MOVE OUT
MON. SEPT 25	AIN'T NOTHIN BUT THE BLUES	ST	DV/	6P-10P	POSSIBLE MOVE IN

DATE	EVENT	EC	ROOM	TIME	FUNCTION
TUES. SEPT 26	AIN'T NOTHIN BUT THE BLUES	ST	DV/	8A-5P 7:30P-10P	MOVE IN PERFORMANCE
WED. SEPT 27	AIN'T NOTHIN BUT THE BLUES	ST	DV/	7:30P-10P	PERFORMANCE
THURS. SEPT 28	AIN'T NOTHIN BUT THE BLUES	ST	DV/	2P-4:30P 7:30P-10P	PERFORMANCE PERFORMANCE
	CITY TEST – FIRE DEPT.	TM	WH/	8A-NOON	TEST
FRI. SEPT 29	AIN'T NOTHIN BUT THE BLUES	ST	DV/	8P-10:30P	PERFORMANCE
SAT. SEPT 30	AIN'T NOTHIN BUT THE BLUES	ST	DV/	2P-4:30P 8P-10:30P	PERFORMANCE PERFORMANCE

VAN ANDEL ARENA WEEKLY

DATE	EVENT	EC	ROOM	TIME	FUNCTION
Wed, Aug 16	Available				
Thurs, Aug 17	Available				
Fri, Aug 18	I Still Do	AH	Arena	9A-5P 2:00 PM	Load in Chair set
Sat, Aug 19	I Still Do	AH	Arena	8:00 AM 9A-10:30A 10:30A-10:50A 10:50A-12P 12P-1P 1P-2:30P 2:30P-2:50P 2:50P-4:10P 4:10P-4:30P 4:30P-5:30P 5:30 PM	Doors open Session one Break Session two Lunch break Session three Break Session four Break Session five Load out
Sun, Aug 20	Available				
Mon, Aug 21	Available				
Tue, Aug 22	Staffing, Inc.	MW	Banquet All	2P-8P	Job Fair
Wed, Aug 23	Kid Rock	MS	Arena	9:00 AM 2:00 PM 4:00 PM 6:00 PM 6:30 PM 7:30 PM 7:55 PM 8:50 PM 11:00 PM	Load in Barricade set Sound check/Pyro test/Security Meeting Usher Meeting in Power Play Club Doors D.A.C. Dope Kid Rock Load out/Show ends
Thurs, Aug 24	Available				
Fri, Aug 25	Poison	MS	Arena	6:00 PM	Performance
Sat, Aug 26	Irish Festival	AH	Arena	8:00 AM 11:00 AM 1:00 PM 2P-9P	Load in/Booth load in Chair/Table set Doors Show
Sun, Aug 27	Irish Festival	AH	Arena	11:00 AM 12P-7P 7:00 PM	Doors Show Load out
Mon, Aug 28	Available				
Tue, Aug 29	Available				
Wed, Aug 30	Staffing, Inc.		Arena	6P-9P	Staff Orientation
Thurs, Aug 31	Available				
Fri, Sep 1	Available				
Sat, Sep 2	Available				
Sun, Sep 3	Tim McGraw/Faith Hill	MS	Arena	8:00 PM	Performance
	Tim McGraw/Faith Hill	MW	Banquet C/D	6A-9P	Crew catering
Mon, Sep 4	Labor Day (Holiday)				
Tue, Sep 5	Available				
Wed, Sep 6	Available				
Thurs, Sep 7	Available				
Fri, Sep 8	Time Out For Women	AH	Arena	8A-5P	Load in
Sat, Sep 9	Time Out For Women	AH	Arena	8:00 AM 9:00 AM 11:30A-1:30P 1:30P-6:45P 6:45 PM	Doors open/Praise & Worship begins Conference begins Lunch break Conference continues Load out
Sun, Sep 10	Available				

MEMORANDUM

To: Grand Rapids – Kent County Convention/Arena Authority
Board of Directors

From: Steven R. Heacock

Date: August 18, 2000

Subject: Booking Policy

I am very pleased to attach to this memorandum the proposed Authority Booking Policy completed by our Task Force. The Booking Policy is the main topic of our agenda for the meeting on Wednesday, August 23, 2000.

The Task Force (which includes John Loeks, Mike Wilbraham, Henri Boucher, Steve Wilson, Tom Schultz, Jim Labadie, and myself) will present the policy in detail for the Board's consideration. Task Force members will also be available to answer questions by board members.

Each of the Task Force Members worked diligently and with an open mind in an attempt to develop a policy that meets the best interest of the Authority and the Community. We believe we have achieved that result. The policy you will review is one born of compromise; neither party perceives this policy as ideal for their personal interest. Task Force Members deserve our thanks for their willingness and ability to resolve this issue.

As I noted earlier, the booking policy will be presented to the Board of Directors only for informational purposes in August. In September, we will vote on adopting the policy.

If you have any questions, please contact me at 975-8563 or email me at steve.heacock@priority-health.com.

Cheryl Britcher
Executive Assistant to Steve Heacock
(616) 975-8111 telephone – (616) 942-1150 fax
cheryl.britcher@priority-health.com

**GRAND RAPIDS- KENT COUNTY CONVENTION/ARENA AUTHORITY
BOOKING POLICY**

This is the Booking Policy of the Grand Rapids- Kent County Convention/Arena Authority adopted by the Authority Board of Directors on September 27, 2000.

I. Background

The Authority was established for the purpose of owning, improving, and operating, DeVos Hall, the Convention Center and Van Andel Arena. The Authority's mission and those of its facilities (as defined in the Operating Agreement between the County of Kent and City of Grand Rapids) are:

Authority -- To encourage economic development within the West Michigan region, create jobs and provide facilities for the entertainment, enjoyment and benefit of the citizens in an economical manner by developing and operating convention, entertainment and sports facilities within Kent County.

- DeVos Hall is primarily for artistic activities and secondarily for entertainment, community and convention activities.
- Convention Center (including Exhibit Halls, Meeting Rooms and Welsh Auditorium) is primarily for convention related events and secondarily for public events, entertainment, community and sports activities.
- Van Andel Arena is primarily for sports and entertainment activities and secondarily for artistic and community activities.

The Authority is substantially rebuilding and expanding the Convention Center to better compete with other convention facilities in the attraction of national, regional and local conventions. The primary sources of funds for the expansion are the Kent County Lodging Excise Tax, the State of Michigan and private funds raised by Grand Action.

The Authority operations are dependent upon revenues from renting Authority Facilities and income from concessions and related activities. The County and City equally share responsibility for operating deficits of the Authority that exceed operating reserves and available revenues from the Kent County Lodging Excise Tax.

II. Objectives

- A. The Authority's intention in adopting this Booking Policy is to promulgate the Authority's best interest in the use of Authority Facilities and to avoid, and facilitate amiable resolution of, disputes over conflicting claims on space and dates.

- B. The Authority's objective is to maximize at all times the use of Authority Facility space.
- C. The Authority desires to :
1. Create significant economic activity in Kent County, serve Kent County businesses, families and individuals and enhance the quality of life in Kent County by;
 - Encouraging conventions, meetings, public consumer shows, entertainment, performing arts and other events;
 - Bringing outside revenues to the community; and
 - Promoting the community to business operators and visitors.
 2. Generate adequate income to cover Authority expenses.
 3. Promote production of the Kent County Lodging Excise Tax, to permit funding for the Convention Center renovation and expansion and to provide coverage of Authority operating losses that exceed established reserves.

III. Definitions

Arts Groups	"Arts Groups" include the Grand Rapids Symphony, Grand Rapids Ballet, Opera Grand Rapids, Broadway Theater Guild and any other performing arts organization recognized by Authority Board of Directors resolution as an Arts Group.
Authority	"Authority" is the Grand Rapids- Kent County Convention/Arena Authority, a separate legal entity established on March 29, 2000 by the City of Grand Rapids and the County of Kent pursuant to the Convention Facility Authority Act, Act 203 of the Public Acts of Michigan of 1999.
Authority Facilities	"Authority Facilities" include DeVos Hall, the Convention Center and Van Andel Arena.

Available Dates	“Available Dates” are dates on Event Calendars for which the Authority has not issued a First Hold or signed a Facility Use Agreement.
Convention Center	“Convention Center” consists of the Welsh Auditorium, Exhibit Halls and Meeting Rooms within the structure on Monroe Avenue, Grand Rapids, Michigan.
CVB	“CVB” is the Grand Rapids/Kent County Convention & Visitors Bureau.
DeVos Hall	“DeVos Hall” is a performing arts theater adjacent to the Convention Center.
Event Calendars	“Events Calendars” are the monthly calendars kept by the Authority to designate tentative and contracted events at Authority Facilities.
Exhibit Halls	“Exhibit Halls” includes all exhibit space within the Convention Center, existing and planned (as depicted on Attachment A).
Facility Use Agreement	“Facility Use Agreement” is a binding written agreement between the Authority and the person renting Authority Facility space for a given date or dates, which delineates the specific Authority Facility space, the dates of usage, the nature of the event, deposit schedules, protection clauses, and other necessary provisions.
First Hold	“First Hold” is the General Manager’s designation of an event as the priority use of specific Authority Facility space for a specific date. The General Manager will notify the holding party that its event has been designated First Hold.
First Priority	“First Priority” events will be given precedence when more than one person seeks to place an event in the same Authority Facility space on the same date.
General Manager	“General Manager” is the person employed or contracted by the Authority to oversee management

of Authority Facilities (as of the date of this Policy, the General Manager is SMG, Inc.)

Grand Gallery Meeting Rooms

“Grand Gallery Meeting Rooms” are meeting rooms on the first floor of the Convention Center adjacent to the Grand Gallery and Exhibit Halls (as depicted on Attachment A).

Kent County Lodging Excise Tax

“Kent County Lodging Excise Tax” is a tax on transient use of Kent County hotel and motel rooms, which Kent County levies and collects pursuant to Act 263 of the Public Acts of Michigan of 1974, as amended.

Major Consumer Shows

“Major Consumer Shows” includes the Boat Show, the Sport Show, the Home and Garden Show, and the Auto Show (all currently produced by Showspan, Inc., of Grand Rapids, Michigan) or any alternative consumer show recognized by Authority Board of Directors resolution as a Major Consumer Show. A Major Consumer Show must rent at least 75% of available space in the Exhibit Halls, typically have at least 15,000 attendees and be willing to sign a multiple-year (three to five year) Facility Use Agreement.

Major Events

“Major Event” is a convention, meeting or other event for which a party guarantees the use of 500 contracted peak room nights and total room nights of 1,000 in Kent County. Contracted peak room nights are the highest number of rooms used for any night of the event. Total room nights used is the sum of the number of rooms used during the event.

Meeting Rooms

“Meeting Rooms” includes all the rooms, existing and planned, within the Convention Center of the size convenient for and used primarily for meetings (as depicted on Attachment A).

Second Priority	“Second Priority” events will be given precedence for Authority Facility space over all other events, except those designated First Priority, when more than one person seeks to place an event in the same Authority Facility space on the same date.
Tentative Hold	“Tentative Hold” is a notation made by the General Manager on a date or dates on the Event Calendar indicating that a person anticipates use of Authority Facility space on the date specified. A single event, other than an Arts Group season, may only assume one Tentative Hold (of consecutive days) for each calendar year. A Tentative Hold does not grant any contractual rights to the holder. The General Manager may place more than one event on a given date, the priority of such events to be determined in accordance with this Policy.
Welsh Auditorium	“Welsh Auditorium” is a multi-purpose auditorium within the Convention Center that the Authority intends to convert into a ballroom.
Window Hold	“Window Hold” is a notation made by the General Manager on the dates on the Event Calendar indicating that a Major Consumer Show desires use of Authority Facility space within the dates specified.

IV Interpretation of Policy

The Authority is responsible for interpretation of this policy and final determinations regarding the booking and use of Authority Facilities. In the event of a dispute, the Authority Operating Committee will provide a written determination. An interested person may appeal the Operating Committee’s determination to the Authority Board of Directors, whose decision will be final.

V Reservation of Authority Facilities

DeVos Hall, the Convention Center (Exhibit Halls, Welsh Auditorium and the Meeting Rooms) and Van Andel Arena each has a different mission or use. Specific reservation policies apply to each.

A. DeVos Hall

For many years, the Arts Groups have successfully cooperated in developing a coordinated schedule for the use of DeVos Hall. The Authority authorizes the Arts Groups to continue to coordinate use of DeVos Hall among them, with the

assistance of and notice to the Authority. Arts Groups consisting primarily of local artists will continue to be given the first opportunity to develop a full season before those Arts Groups not consisting primarily of local artists.

The First Priority for use of DeVos Hall is Arts Groups. The Second Priority for DeVos Hall is conventions and tradeshow

The booking policy for DeVos Hall is as follows

1. Beyond Twelve Months. Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
2. At Twelve Months. Up to Twelve months prior to the date of the first event of any Arts Group season, an event with a Tentative Hold will have First Priority and First Hold.
3. The Authority will protect dates that are subject to a First Hold until January 31 for a season beginning six or more months later, at which time the Arts Group will be required to execute a Facility Use Agreement in order to continue to hold such dates.
 - (a) Arts Groups may only change held dates if at the time of the request no other person has committed, by contract or First Hold, to the proposed new dates.
4. Within Twelve Months. Any party may contract for Available Dates at DeVos Hall for conventions, tradeshow and other events within twelve months of the event by executing a Facility Use Agreement.
5. Priority. If two or more parties attempt to contract for the same Available Dates, Arts Groups are the First Priority and conventions and tradeshow are the Second Priority.

B. Convention Center -- Exhibit Halls

Particularly during the first quarter of the calendar year, there is significant competition for space in the Exhibit Halls. The Major Consumer Shows must, by the nature of their business, occur during the first quarter. The Major Consumer Shows have in the past occupied most of the space in the Exhibit Halls for large blocks of time, thereby limiting space for convention and meeting demands.

The Authority recognizes that Major Consumer Shows have significant value, both to the Authority and the community, and is committed to annually offering the Major Consumer Shows to the local business community and general public. However, the Authority also believes that desirable convention and meeting

business can be lost unless there is some flexibility in the scheduling of the Major Consumer Shows.

The intent of this Booking Policy related to Exhibit Halls is to assure continued annual presentation of the Major Consumer Shows while providing limited flexibility in scheduling so that convention and meeting business is not unnecessarily lost.

When booking the Exhibit Halls, the Authority shall give consideration to the following factors:

- Time of year;
- Projected revenue to the Authority both in terms of direct space rental revenue, as well as projected revenue from concessions and other building services;
- Total Authority Facility space required;
- Impact in terms of Kent County Lodging Excise Tax and economic activity generated;
- Total number of hotel rooms required;
- Potential for repeat booking; and
- Previous history and experience of the potential user with respect to use of Authority Facilities and other similar facilities.

The booking policy for the Exhibit Halls is as follows:

1. Cooperation.

- (a) Every potential conflict will require cooperation between conflicting interests. The Authority will require all parties to accommodate the needs of other events to the overall benefit of the Authority.
- (b) Authority Facilities users will use best efforts to assure that move-in and move-out time is no more than is reasonably necessary. The General Manager will have the right, in its sole discretion, to reduce the move-in and move-out times of each Major Event or Major Consumer Show by up to a total of 24 hours to accommodate the booking of another Major Event or Major Consumer Show.

2. Beyond Eighteen Months.

- (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
- (b) The producer of each Major Consumer Show may place a Window Hold on a period within the first quarter of each calendar year that includes specific dates the producer considers "ideal" for such Major Consumer Show (the "Ideal Period") and two connected weeks (which might be, at the producer's option, the week before and after the Ideal Period or two weeks either before or after the Ideal Period).
- (c) Until paragraph 3 below applies, the Authority may, if the General Manager deems necessary, move a Major Consumer Show from the Ideal Period to another week within its Window Hold in order to book a conflicting Major Event. In exercising its discretion, the General Manager will act in the best interest of the Authority and consider the value of such Major Event but will also consider the effect any such move would have on the Major Consumer Show, its exhibitors and its producer.
- (d) Except as provided above in subparagraphs (b) and (c), the Authority will give First Priority and First Hold to and enter into a Facility Use Agreement with parties booking Major Events for Exhibit Halls.
- (e) Major Consumer Shows may enter into long term contracts (three to five years) with the Authority so long as the contract is consistent with this paragraph 2 and the entire Booking Policy.

3. At Eighteen Months. Eighteen months prior to a given date, the General Manager will (in the following order):

- (a) Provide a binding commitment to the Major Consumer Shows for either the Ideal Period or the alternative dates as determined under subparagraphs 2 (b) and (c) above.
- (b) Give First Priority and First Hold to or enter into Facility Use Agreement with each person with a Tentative Hold for a specific date, in order of priority.
- (c) For any remaining Available Dates: First Priority will be given to Major Events and Major Consumer Shows and Second Priority will be given to conventions and tradeshow, meetings and other

events with peak room nights of at least 250 and total room nights of 500 in Kent County.

4. Within Eighteen Months. Persons may contract for remaining Available Dates at the Exhibit Halls for conventions, tradeshow, meetings and other events within eighteen months of the event by executing a Facility Use Agreement. If two or more parties attempt to contract for the same Available Dates, conventions and tradeshow are the First Priority and public events, entertainment, and community and sports activities are the Second Priority.
5. Verification and Recertification. The Authority will base attendance and room counts on prior history of the event and such counts will be subject to verification by (i) the Authority; or (ii) upon the Authority's request and at the user's expense, a qualified independent surveyor pre-approved by the Authority. In the event that First Priority status is granted, based in part upon the peak room night requirement, the Authority will require recertification of said peak room night requirement from First Priority events annually.
6. Challenges. If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.
 - (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
 - (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

C. Convention Center - Welsh Auditorium

The booking policy for Welsh Auditorium is as follows:

1. Beyond Twelve Months.

- (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
 - (b) The Authority has determined that with respect to the boat show (a Major Consumer Show) Welsh Auditorium will be treated in the same manner as Exhibit Halls. Accordingly, the General Manager will apply subparagraph B. 2 (b) and (c) of this Booking Policy to use of Welsh Auditorium for the boat show. In any event, the dates the Authority makes Exhibit Halls available for the boat show will be the same dates it makes Welsh Auditorium available for the boat show.
- 2. At Twelve Months. Twelve months prior to the date of the event a person with a Tentative Hold for a convention or tradeshow renting 100% of available space will be given First Priority and First Hold to assure such person the held dates. Meetings and other events renting 100% of available space are the Second Priority.
- 3. Within Twelve Months. Persons may contract for Available Dates for conventions, tradeshow and other events within twelve months of an event by executing a Facility Use Agreement. If two or more parties attempt to contract for the same Available Dates, conventions or tradeshow renting 100% of available space is the First Priority and meetings and other events renting 100% of available space are the Second Priority.
- 4. Challenges. If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.
 - (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
 - (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

D. Convention Center -- Meeting Rooms

The booking policy for Meeting Rooms is as follows:

1. Beyond Twelve Months.
 - (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
 - (b) The Authority has determined that the Grand Gallery Meeting Rooms will be treated in the same manner as Exhibit Halls. Accordingly, the General Manager will apply subparagraph B. 2 (b) and (c) of this Booking Policy to the use of the Grand Gallery Meeting Rooms. In any event, the dates the Authority makes available to each Major Consumer Show for use of Exhibit Halls will be the same dates it makes Grand Gallery Meeting Rooms available for such Major Consumer Show.
2. Twelve Months. Twelve months prior to the date of the event a person with a Tentative Hold for a convention or tradeshow using 75% of Meeting Room available space will be given First Priority and asked to provide the Authority with a First Hold to assure such person the held dates. Meetings and other events using 75% of Meeting Room available space are Second Priority.
3. Within Twelve Months. Persons may contract for Available Dates for conventions, tradeshow, meetings and other events within twelve months of an event by executing a Facility Use Agreement. If two or more parties attempt to contract for the same Available Dates, conventions or tradeshow are the First Priority and meetings and other events are Second Priority.
4. Challenges. If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.
 - (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and

submit the required deposit, the Authority will award the dates to the challenger.

- (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

E. Van Andel Arena

Van Andel Arena is primarily a sports and entertainment facility. Since its opening, the General Manager has succeeded in developing a coordinated schedule for the use of Van Andel Arena. The Authority authorizes the General Manager to continue to coordinate use of Van Andel Arena. In booking space in Van Andel Arena, the General Manager will consider the following:

1. Family Shows. The General Manager will generally grant First Priority status to certain recurring family entertainment events that have multi-year Facility Use Agreements (e.g., Circus, Disney on Ice, and the Ice Capades).
2. Sports Teams. The General Manager will generally grant Second Priority status to local professional sports teams (e.g., Continental Basketball Association, International Hockey League and Arena Football League) that have multi-year Facility Use Agreements. Such sports teams have, by contract, first right to dates, except that they must schedule around the family shows described in paragraph E. 1 above.
3. Concerts and other Events.
 - (a) Following the scheduling of family shows and sports teams' schedules, as provided above, the General Manager will work with reputable promoters to secure touring concerts and other events for remaining Available Dates.
 - (b) In order to maximize the use of Van Andel Arena space and to prevent a promoter from blocking out events, the General Manager will place on the Event Calendar a Tentative Hold for any Available Date in a promoter's name. Every Tentative Hold is subject to challenge (see paragraph E. 4 below).
4. Challenges. If a Tentative Hold has been placed on a date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the Tentative Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General

Manager will then advise the person holding the Tentative Hold of the challenge.

- (a) To retain rights to the dates held, the person holding the Tentative Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding Tentative Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
- (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the Tentative Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

VI. Miscellaneous

1. General Manager's Discretion. Events and circumstances not specifically covered in this Booking Policy may be subject to special conditions as deemed appropriate by the General Manager or Authority.
2. Effective Date. This Booking Policy will apply:
 - (a) immediately to the booking of space within DeVos Hall and the Van Andel Arena;
 - (b) on a phased-in basis between 2001 and 2002, as existing Facility Use Agreements allow, for booking of space currently existing in the Convention Center (except that the provisions related to Welsh Auditorium will apply for bookings of space after its renovation is completed); and
 - (c) immediately to the booking of space within the renovated and expanded Convention Center for periods after completion of said renovation and expansion.
3. Nature of Obligation. This Booking Policy is not intended to obligate the Authority and does not confer legal rights to any party. Specific dates for Authority Facilities space are not certain until the Authority executes a Facility Use Agreement and the Authority has granted a binding commitment for such dates.
4. Notice. Notice to the Authority shall be valid if made in writing to the Chairperson, the Secretary or the General Manager.

5. Review and Amendment. The Authority Board of Directors will review and approve (with or without amendment) this Booking Policy one year following its adoption and every 3 years thereafter. All amendments to this Booking Policy must be approved by resolution of the Authority Board of Directors. Notice of any meeting at which the Board of Directors will consider amending this Booking Policy will be sent to all parties to Facility Use Agreements and persons with Tentative Holds, First Holds or Window Holds on the use of Authority Facility space.
6. Protection Clause. The Facility Use Agreement for each Major Consumer Show will include a protection clause, whereby the Authority will agree not to rent, within 90 days of the beginning or end of such Major Consumer Show, Authority Facility space to any event that directly competes with the Major Consumer Show. An event will be deemed to directly compete with a Major Consumer Show if it has thirty percent or more of the exhibitors from the Major Consumer Show. However, a show that is open to the public will never be deemed to directly compete with a show open only to trade. The determination of whether or not an event directly competes is solely within the discretion of the General Manager.

BUILDING COMMITTEE REPORT
To
Grand Rapids-Kent County Convention/Arena Authority
August 23, 2000

Monroe Ave Project Update

Installation of the 108" sanitary sewer is on-going as the contractor continues working south from Michigan Street. Lyon at Monroe will be closed starting Monday August 28. Road Restoration will begin at Michigan as soon as Consumer Energy Power Banks are complete.

Grand Center Expansion and Renovation

Design Development continues with Progressive AE and Ellerbe Bucket. The temporary construction, load docks for Grand Center and exiting of Devos Hall because of remodeling and removal of Parking ramp north of DeVos Hall.

Work during the month was on soils, foundation review, Grand Center Area refinement of kitchen area and meeting rooms and review of site plan.

The transfer of property to the authority required environmental review and filing of reports with DEQ to protect authority legal rights. This has been done with Materials Testing Consultants and Dick Wendt's Office.

A two day Design workshop by the Design team was held Aug 15/Aug16. Design Development is about 50% complete.