



Agenda

Board of Directors

Friday, August 3, 2012

Following CAA Operations Committee Meeting

Kent County Commission Chambers

300 Monroe, NW – Grand Rapids, MI

- | | | |
|----|--|-------------------|
| 1. | Call to Order | Steven R. Heacock |
| 2. | Minutes of June 1, 2012 | Action |
| 3. | Committee Reports | |
| | A. Operations Committee | |
| | i. FY 2013 Capital Budget Amendment | Action |
| | ii. Application to Liquor Control Commission for Special License in Conjunction with 2012 International Wine, Beer & Food Festival | Action |
| | B. Finance Committee | |
| | i. Acceptance of CAA June 2012 Financial Statements | Action |
| | ii. Acceptance of SMG June 2012 Financial Statements | Action |
| 4. | SMG Report and Facilities Calendars | Information |
| 5. | Public Comment | |
| 6. | Adjournment | |

**Next Meeting Date: Friday, September 7, 2012,
Following the CAA Finance Meeting**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Friday, June 1, 2012**

1. Call to Order

Steve Heacock, Chairperson, called the meeting to order at 8:20 a.m. Susan Waddell recorded the meeting minutes, in the absence of Secretary/Treasurer Birgit Klohs.

Attendance

Members Present: Steve Heacock, Chair
Lew Chamberlin
Charlie Secchia
Floyd Wilson, Jr.

Members Absent: George Heartwell
Birgit Klohs
Joe Tomaselli

Staff/Others:	David Czurak	Grand Rapids Business Journal
	Daryl Delabbio	Kent County
	Tim Gortsema	Grand Rapids Griffins
	Jim Harger	MLive
	George Helmstead	Experience Grand Rapids
	Chris Machuta	SMG
	Eddie Tadlock	SMG
	Susan Waddell	CAA
	Jim Watt	SMG
	Richard Wendt	Dickinson Wright
	Robert White	CAA
	Steve Wilson	Frey Foundation

2. Minutes of Prior Meeting

*Motion by Mr. Wilson, support by Mr. Secchia, to approve the May 4, 2012, Minutes, as presented.
Motion carried.*

3. Committee Reports

a. Operations Committee

Mr. Chamberlin stated that the Operations Committee unanimously approved the FY 2013 budgets and DeVos Place® rates sheets, and recommends Board approval.

b. Finance Committee.

i. April 2012 Financial Statements

Motion: Mr. Chamberlin, supported by Mr. Wilson, moved to accept the CAA Financial Statements for the period ended April 30, 2012, and the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended April 30, 2012. The motion carried unanimously.

ii. FY 2013 Budgets

Motion: Mr. Chamberlin, supported by Mr. Wilson, moved to approve the Fiscal Year 2013 Consolidated CAA Operating/Capital Budgets, and the Fiscal Year 2013 DeVos Place® and Van Andel Arena® Operating Budgets. The motion carried unanimously.

Chair Heacock stated that the Finance Committee will pursue a long-term planning process in FY 2013.

4. 2013-2017 DeVos Place® Rate Sheets

Motion: Mr. Secchia, supported by Mr. Wilson, moved to re-approve the 2013-2016 DeVos Place® rate sheets and approve the 2017 DeVos Place® rate sheets. The motion carried unanimously.

5. SMG Report

Mr. MacKeigan is working with D.P. Fox on a lease extension for the Grand Rapids Griffins. Over the summer, SMG staff will prioritize the projects outlined in the Rossetti return on development plan. The AEG economic impact study should be completed by the August 3 Board meeting.

6. Public Comment

None.

7. Adjournment

The meeting adjourned at 8:55 a.m.

The date for next CAA Board meeting is Friday, August 3, 2012, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Operations Committee meetings.

Susan M. Waddell, Recording Secretary



Van Andel Arena®
DeVos Place®

Memorandum

To: CAA Operations Committee
CAA Board of Directors

From: Rich MacKeigan

Date: July 30, 2012

Re: FY 2012 Capital Budget Amendment

One of our emergency generators at DeVos Place® has developed a crack in the engine block. It is a Cummins Bridgeway 750kw diesel engine and is currently off-line. Our investigations have shown no known problems with this specific engine and ours appears to be an isolated incident.

The engine block is not an “in stock” item and we are looking at a two month lead time for the part. Cummins has agreed to give us an \$18,000 deduction on the repair.

I am requesting a not-to-exceed \$60,000 amendment to the FY 2013 capital budget to execute the repair on this engine. This amount is net of the above deduction, but does include a small allowance for unknowns.

We do have a backup for this generator but, as an “emergency” generator, we do consider it a life-safety issue and it is very important that we move on the repair.



Memorandum

To: CAA Operations Committee
CAA Board of Directors

From: Rich MacKeigan

Date: August 3, 2011

Re: Application to Liquor Control Commission for Special License

As we move forward with planning the operational aspects of the upcoming International Wine, Beer & Food Festival, the CAA will need to apply to the Michigan Liquor Control Commission for a Special (24-Hour) On-Premise License. This license allows nonprofit, religious, fraternal, civic, or patriotic organizations to obtain a one-day license to sell alcoholic beverages (beer, wine, and liquor) to the public for on-premise consumption.

Specific requirements for the Special On-Premise License include:

1. Profits from the sale of alcoholic beverages must go to the organization and not to any individual.
2. The chief local law enforcement officer in the governmental unit must approve the request where the event is to be held.
3. No more than 5 licenses are issued to individual organizations each calendar year.
4. Proof of nonprofit status must be provided with the application unless the applicant is a national organization or has obtained previous special licenses.

The license fee is \$25.00 for each separate, consecutive day of the event. This is the same process we went through last year, and I am recommending we apply for this license as the cost is minimal, to allow for greater flexibility on the operational side.

Action requested: Approval to submit an application to the Michigan Liquor Control Commission for a Special On-Premise License.



Memorandum

To: CAA Finance Committee

From: Robert J. White

Subject: June 2012 Financial Statements (Preliminary Year-End)

Date: July 26, 2012

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 June 30 for Fiscal Years 2011 (audited) and 2012 (preliminary). 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 2011) actual. 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 three financial statements are explained as follows:

Balance Sheet (Unconsolidated):

- The cash and investments position decreased by \$.4 million from June 30, 2011. This is generally in line with the budget forecast.
- Fund balance decreased by \$.04 million from the June 30, 2011 level. With the posting of certain year-end accruals, the change in fund balance may move to a negative (\$150,000). This is still better than the budgeted deficit of (\$430,469).

June Administrative Revenue/Expense:

- **Parking Management.** Revenues: Including a pending deposit for June credit card transactions, final revenues will total just under \$1.1 million (14.6% over prior year). Expenses: Current-year expenses include \$64,380 for sealing/stripping of the DeVos Place® parking facility and lighting replacements. In June, the City refunded \$33,718 for overcharges during the months of

December through March. After discounting for this activity, recurring operational (City Auto Parking) expenses are running 4.8% over prior year experience.

- Interest earnings. The FY 2012 budget forecast was based on an average interest earnings rate of 1%. Interest was reported at 0.76% for July, declining to rate of 0.534% for December. Final interest earnings totaled \$123,835, a decline of (38.1%) from prior year.
- The current DID assessment expense includes only partial payment. The City has not yet mailed the invoice for Van Andel Arena®. Upon receipt and payment of the invoice, expenses will match the budget.
- Overall Expense. Operating expenses were budgeted at a 12.6% annual increase. For the current fiscal year, actual operating expenses totaled a (0.1%) decrease from prior year. With posting of final year-end accruals, the trend will reverse to an increase of +3%.

Consolidated Income Statement (twelve months):

- The Van Andel Arena® budget forecast a current year “Net Proceeds” increase of +25.3%. For the current fiscal year, “Net Proceeds” are reported at 6.1% ahead of prior-year performance.
- The DeVos Place® budget forecast a current year “Net Proceeds” decrease of (236.7%). For the current fiscal year, “Net Proceeds” are reported at 244.2% ahead of prior-year performance. All of these increases came from increased operating revenues.
- Total operating “Net Proceeds” are up slightly, by \$138,417, from a like period in the prior fiscal year.

These reports are intended to provide a summary analysis of administrative activities over the course of the fiscal year. Final balances will be presented upon completion of the annual audit, expected in November.

Grand Rapids-Kent County Convention/Arena Authority
Balance Sheet (Unconsolidated)
June 30, 2012

		<u>2011</u>	<u>2012</u>
<u>Assets</u>			
Cash	- Operating	\$ 204,150	\$ 31,765
Investments	- Kent County	21,346,338	21,095,173
Capital Assets (Net)		<u>1,611,130</u>	<u>1,611,130</u>
Total Assets		<u><u>\$ 23,161,618</u></u>	<u><u>\$ 22,738,068</u></u>

<u>Liabilities & Fund Balance</u>			
Accounts Payable		\$ 260,836	\$ 95,218
Accrued Expenses		215,640	-
Fund Balance		<u>22,685,142</u>	<u>22,642,850</u>
Total Liabilities & Fund Balance		<u><u>\$ 23,161,618</u></u>	<u><u>\$ 22,738,068</u></u>

Grand Rapids-Kent County Convention/Arena Authority
Statement of Revenues, Expenditures and Changes in Fund Balance
(Preliminary) For the Year Ending June 30, 2012

	Annual			Year-To-Date		
	FY 2011	FY 2012	Percentage	FY 2011	FY 2012	Percentage
	<u>Final</u>	<u>Budget</u>	<u>Change</u>	<u>7/1 - 6/30</u>	<u>7/1 - 6/30</u>	<u>Change</u>
Revenues:						
Transfers from SMG	\$ 2,652,127	\$ 2,645,318	(0.2)	\$ 2,652,127	\$ 2,500,000	(5.7)
Parking	956,690	1,090,000	13.9	956,690	1,040,602	8.8
Interest	200,030	206,000	3.0	200,030	123,835	(38.1)
Miscellaneous	30,981	30,000	(3.2)	30,981	32,455	4.8
Total Revenues	<u>3,839,828</u>	<u>3,971,318</u>	<u>3.4</u>	<u>3,839,828</u>	<u>3,696,892</u>	<u>(3.7)</u>
Expenditures:						
Operations						
- Utilities	2,284,002	2,349,600	2.9	2,284,002	2,155,952	(5.6)
- Parking Management	190,802	263,579	38.1	190,802	218,043	14.3
- Pedestrian Safety	104,015	108,000	3.8	104,015	109,173	5.0
- Marketing - CVB/Sports	100,000	100,000	-	100,000	100,000	0.0
- DID Assessment	55,103	58,721	6.6	55,103	38,398	(30.3)
- Landscaping	17,895	30,000	67.6	17,895	17,091	(4.5)
- Food & Beverage Repairs	7,500	40,000	433.3	7,500	-	(100.0)
Administration						
- Wages/Benefits	144,169	116,724	(19.0)	144,169	105,426	(26.9)
- Consulting Services ⁽²⁾	-	134,163	100+	-	160,594	100+
- Professional Services	77,697	71,000	(8.6)	77,697	49,641	(36.0)
- Diversity Initiative	35,828	90,000	151.2	35,828	62,032	73.1
- Procurement of Art	9,100	30,000	229.7	9,100	18,368	101.8
- Insurance	23,561	24,000	1.9	23,561	27,502	16.7
- Supplies/Other	36,386	60,000	85.5	36,386	20,313	(44.2)
Operating Expenditures	<u>3,086,058</u>	<u>3,475,787</u>	<u>12.6</u>	<u>3,086,058</u>	<u>3,082,533</u>	<u>(0.1)</u>
Capital R/R/A ⁽¹⁾	3,416,302	926,000	(72.9)	3,416,302	656,650	(80.7)
Total Expenditures	<u>6,502,360</u>	<u>4,401,787</u>		<u>6,502,360</u>	<u>3,739,183</u>	
Excess (Deficiency) of Revenues	<u>(2,662,532)</u>	<u>(430,469)</u>	<u>83.8</u>	<u>\$ (2,662,532)</u>	<u>\$ (42,291)</u>	<u>107.0</u>
Over Expenditures						
Balance, beginning of period	24,728,394	22,065,862				
Balance, end of period	<u>\$ 22,065,862</u>	<u>\$ 21,635,393</u>				

NOTES:

(1) R/R/A - Repair/Replacement/Additions

(2) Includes a \$50,000 allowance for the cost of an economic impact study, \$50,000 for the CAA share of Lyon Street design initiative, \$7,500 Van Andel Arena® master plan (balance), and \$26,663 for an SMG administrative contract

Grand Rapids-Kent County Convention/Arena Authority
Budget Summary by Facility/Other
Twelve-Month Preliminary Financial Trends for Period Ended June 30, 2012

	Annual			Year-To-Date		
	FY 2011	FY 2012	Percentage	FY 2011	FY 2012	Percentage
	Actual	Budget	Change	7/1 - 6/30	7/1 - 6/30	Change
Van Andel Arena						
Operating - Revenues	\$ 4,633,187	\$4,996,443	7.8	\$ 4,633,187	\$4,528,825	
- Expenses - Facilities	(3,629,810)	(3,762,722)	3.7	(3,629,810)	(3,464,708)	
- Base Management Fees	(160,417)	(162,500)	1.3	(160,417)	(162,674)	
Net Operating Income (Loss)	842,960	1,071,221	27.4	842,960	901,443	6.9
Parking	152,655	160,000	4.8	152,655	144,454	(5.4)
Pedestrian Safety	(70,979)	(73,000)	2.8	(70,979)	(65,018)	(8.4)
Net Proceeds (Cost) of VAA	924,636	1,158,221	25.3	924,636	980,879	6.1
DeVos Place Convention Center						
Operating - Revenues	4,881,357	4,639,681	(5.0)	4,881,357	5,058,250	
- Expenses - Facilities	(5,195,775)	(5,252,685)	1.1	(5,195,775)	(5,272,436)	
- Base Management Fees	(160,417)	(162,500)	1.3	(160,417)	(162,501)	
Net Operating Loss	(474,835)	(775,504)	(63.3)	(474,835)	(376,687)	20.7
Parking	613,233	666,421	16.8	613,233	678,105	10.6
Pedestrian Safety	(33,036)	(35,000)	6.0	(33,036)	(44,155)	33.7
Net Proceeds (Cost) of DVP	105,362	(144,083)	(236.7)	105,362	257,263	244.2
Other						
Revenues	200,030	206,000		200,030	123,835	
Interest	30,981	30,000		30,981	32,455	
Miscellaneous	231,011	236,000	2.2	231,011	156,290	(32.3)
Expenses						
Administration	(481,844)	(684,608)		(481,844)	(582,274)	
Other Operating	(25,395)	(70,000)		(25,395)	(17,091)	
	(507,239)	(754,608)	(48.8)	(507,239)	(599,365)	(18.2)
	(276,228)	(518,608)	(87.7)	(276,228)	(443,075)	(60.4)
Net Other	753,770	495,530		753,770	795,067	
Total Net Proceeds/Operating						
Capital Expenditures	(3,416,302)	(926,000)		(3,416,302)	(656,650)	
Results Net of Capital Expenditures	\$ (2,662,532)	\$ (430,470)		\$ (2,662,532)	\$ 138,417	

DEVOS PLACE

DE VOS PLACE

**FINANCIAL STATEMENT
FOR THE PERIOD ENDED JUNE 30, 2012**

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

DE VOS PLACE
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2012

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	522	-	522	477	45
ATTENDANCE	592,069	-	592,069	513,000	79,069
DIRECT EVENT REVENUE	2,646,123	-	2,646,123	2,531,170	114,953
ANCILLARY REVENUE	2,184,917	-	2,184,917	1,890,266	294,651
TOTAL EVENT REVENUE	4,831,040	-	4,831,040	4,421,436	409,604
TOTAL OTHER REVENUE	227,210	-	227,210	218,245	8,965
TOTAL OPERATING REVENUE	5,058,250	-	5,058,250	4,639,681	418,569
INDIRECT EXPENSES					
EXECUTIVE	159,529	-	159,529	176,104	16,575
FINANCE	237,771	-	237,771	230,513	(7,258)
MARKETING	112,008	-	112,008	104,162	(7,846)
OPERATIONS	1,411,822	-	1,411,822	1,440,134	28,312
EVENT SERVICES	950,621	-	950,621	966,856	16,235
BOX OFFICE	89,193	-	89,193	79,211	(9,982)
SALES	376,608	-	376,608	362,659	(13,949)
OVERHEAD	2,110,926	-	2,110,926	2,055,546	(55,380)
TOTAL OPERATING EXP.	5,448,478	-	5,448,478	5,415,184	(33,293)
NET REVENUE ABOVE EXPENSES	(390,228)	-	(390,228)	(775,503)	385,276
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(390,228)	-	(390,228)	(775,503)	385,276

Comments:

DeVos Place concludes another strong fiscal year as rentals were up over budget and consistent with prior year, however, ancillary income continued to show growth.

Expenses were up year to year, however, consistent with budget overall.


 General Manager


 Finance Director

**DE VOS PLACE
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED JUNE 30, 2012**

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

MONTH	June Actual	June Budget	June FY 2011
Number of Events	23	3	36
Attendance	17,812	13,895	29,404
Direct Event Income	\$90,636	\$130,723	\$117,616
Ancillary Income	195,021	129,617	181,491
Other Income	8,791	4,583	13,987
Indirect Expenses	(518,284)	(451,266)	(576,207)
Net Income	(\$223,836)	(\$186,343)	(\$263,113)

YTD	YTD 2012 Actual	YTD 2012 Budget	YTD 2011 Prior Year
Number of Events	522	477	532
Attendance	592,069	513,000	573,924
Direct Event Income	\$2,646,123	\$2,531,182	\$2,596,030
Ancillary Income	2,184,917	1,890,318	2,101,786
Other Income	227,210	218,237	190,779
Indirect Expenses	(5,448,478)	(5,415,192)	(5,326,104)
Net Income	(\$390,228)	(\$775,455)	(\$437,509)

EVENT INCOME

Direct event income fell below budget for the month, however, was ahead of forecast due to some timing of events that was not properly reflected in the May financials.

ANCILLARY INCOME

Ancillary income came in well ahead of budget as spending on catering and audio/visual exceeded expectations.

INDIRECT EXPENSES

Indirect expenses came in consistent with forecast. The warm stretch did not negatively impact utilities for the month of June.

DeVos Place
Income Statement
For the Twelve Months Ending June 30, 2012

	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	\$101,510	\$140,229	(\$38,719)	\$140,037	\$2,778,747	\$2,577,518	\$201,229	\$2,776,486
Service Revenue	78,388	69,623	8,765	181,549	2,413,315	1,943,962	469,353	2,077,139
Service Expenses	(89,262)	(79,129)	(10,133)	(203,970)	(2,545,939)	(1,990,298)	(555,641)	(2,257,595)
Total Direct Event Income	90,636	130,723	(40,087)	117,616	2,646,123	2,531,182	114,941	2,596,030
Ancillary Income								
F&B Concession	7,996	4,500	3,496	10,120	172,374	127,928	44,446	176,153
F&B Catering	97,863	31,983	65,880	101,526	735,138	554,510	180,628	659,718
Novelty Sales	0	0	0	1,332	11,059	15,114	(4,055)	9,561
Booth Cleaning	4,513	19,785	(15,272)	4,832	239,795	266,840	(27,045)	268,143
Telephone/Long Distance	0	1,904	(1,904)	0	113	21,500	(21,387)	225
Electrical Services	29,050	38,299	(9,249)	26,988	432,859	414,600	18,259	434,910
Audio Visual	42,371	22,630	19,741	22,711	351,210	277,200	74,010	316,675
Internet Services	4,071	2,436	1,635	5,577	66,136	44,020	22,116	61,932
Equipment Rental	9,157	8,080	1,077	8,405	176,233	168,606	7,627	174,469
Total Ancillary Income	195,021	129,617	65,404	181,491	2,184,917	1,890,318	294,599	2,101,786
Other Event Income								
Ticket Rebates(Per Event)	7,047	0	7,047	10,706	202,027	163,241	38,786	152,865
Total Other Event Income	7,047	0	7,047	10,706	202,027	163,241	38,786	152,865
Total Event Income	292,704	260,340	32,364	309,813	5,033,067	4,584,741	448,326	4,850,681
Other Operating Income								
Luxury Box Agreements	1,214	1,750	(536)	1,357	15,096	21,000	(5,904)	18,991
Other Income	530	2,833	(2,303)	1,924	10,087	33,996	(23,909)	18,923
Total Other Operating Income	1,744	4,583	(2,839)	3,281	25,183	54,996	(29,813)	37,914
Adjusted Gross Income	294,448	264,923	29,525	313,094	5,058,250	4,639,737	418,513	4,888,595
Operating Expenses								
Salaries and Wages	251,089	231,512	19,577	287,276	2,935,654	2,778,144	157,510	2,830,664
Payroll Taxes and Benefits	53,419	60,020	(6,601)	82,513	881,729	720,240	161,489	815,917
Labor Allocations to Events	(83,617)	(123,027)	39,410	(147,777)	(1,683,064)	(1,476,324)	(206,740)	(1,581,043)
Net Salaries and Benefits	220,891	168,505	52,386	222,012	2,134,319	2,022,060	112,259	2,065,538
Contracted Services	23,008	23,340	(332)	33,474	302,833	280,080	22,753	305,054
General and Administrative	72,893	28,475	44,418	27,688	388,801	341,700	47,101	323,996
Operations	2,453	9,812	(7,359)	27,183	113,248	117,744	(4,496)	133,814
Repair and Maintenance	30,094	41,922	(11,828)	57,682	489,924	503,064	(13,140)	441,724
Operational Supplies	8,477	19,083	(10,606)	30,002	165,524	228,996	(63,472)	189,619
Insurance	11,837	17,192	(5,355)	15,362	207,716	206,304	1,412	190,015
Utilities	121,548	129,450	(7,902)	149,456	1,470,071	1,553,400	(83,329)	1,515,927
SMG Management Fees	13,541	13,487	54	13,368	162,501	161,844	657	160,417
Total Operating Expenses	504,742	451,266	53,476	576,207	5,434,937	5,415,192	19,745	5,326,104
Net Income(Loss) From Operations	(210,294)	(186,343)	(23,951)	(263,113)	(376,687)	(775,455)	398,768	(437,509)
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	(210,294)	(186,343)	(23,951)	(263,113)	(376,687)	(775,455)	398,768	(437,509)

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For the Twelve Months Ending June 30, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	122	125	121,684	145,000	1,654,878	1,863,000
Consumer/Gated Shows	52	50	163,913	140,000	1,022,367	922,225
DeVos Performance Hall	142	146	180,288	162,600	1,123,711	881,291
Banquets	51	36	31,839	23,400	376,119	263,460
Meetings	113	80	38,819	24,000	569,241	329,850
Other	42	40	55,526	18,000	286,753	324,855
GRAND TOTALS	522	477	592,069	513,000	5,033,067	4,584,681

As Percentage of Overall

Convention/Trade Shows	23.37%	26.21%	20.55%	28.27%	32.88%	40.64%
Consumer/Gated Shows	9.96%	10.48%	27.68%	27.29%	20.31%	20.12%
Devos Performance Hall	27.20%	30.61%	30.45%	31.70%	22.33%	19.22%
Ballroom Exclusive	9.77%	7.55%	5.38%	4.56%	7.47%	5.75%
Meetings	21.65%	16.77%	6.56%	4.68%	11.31%	7.19%
Other	8.05%	8.39%	9.38%	3.51%	5.70%	7.09%

**DeVos Place
Balance Sheet
As of June 30, 2012**

ASSETS

Current Assets

Cash	693,005
Account Receivable	826,856
Prepaid Expenses	35,874

Total Current Assets		\$1,555,735
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Total Assets

\$1,555,735

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	76,601
Accrued Expenses	69,932
Deferred Income	33,621
Advanced Ticket Sales & Deposits	361,134

Total Current Liabilities		\$541,288
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Other Liabilities

Equity

Funds Remitted to CAA	(700,000)
Expenses Paid Direct by CAA	1,329,516
Beginning Balance Equity	761,617
Current Year Equity	(376,686)

Total Equity		\$1,014,447
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Total Liabilities and Equity

\$1,555,735

SMG - DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of June 30, 2012

Current - Under 30 Days	
Food & Beverage	106,602
Ticketing	16,383
Merchandise	940
Decorating	4,512
Audio/Visual	42,371
Van Andel Arena	186,189
Operating	254,509
 Over 30 Days	 189,510
 Over 60 Days	 25,840
 Over 90 Days	
 Total Accounts Receivable	 826,856

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2012**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2011 Actual
Net Revenue above Expenses	901,443	(390,228)	511,215	368,125
Benchmark			750,000	700,000
Excess	901,443	(390,228)	(238,785)	(331,875)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	162,500	162,500	325,000	320,834
Incentive Fee				
Revenue	4,528,825	5,058,250	9,587,075	9,514,544
Benchmark Revenue	4,850,000	4,250,000	9,100,000	9,100,000
Revenue Excess	(321,175)	808,250	487,075	414,544
Incentive Fee **	-	-	-	-
Total SMG Management Fee	162,500	162,500	325,000	320,834

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



VAN ANDEL ARENA

FINANCIAL STATEMENT FOR THE PERIOD ENDED JUNE 30, 2012

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

**VAN ANDEL ARENA
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2012**

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	101	-	101	100	1
ATTENDANCE	521,909	-	521,909	542,200	(20,291)
DIRECT EVENT INCOME	940,873	-	940,873	1,259,448	(318,575)
ANCILLARY INCOME	1,157,106	-	1,157,106	1,101,555	55,551
TOTAL EVENT INCOME	2,097,979	-	2,097,979	2,361,003	(263,024)
TOTAL OTHER INCOME	2,430,846	-	2,430,846	2,635,440	(204,594)
TOTAL INCOME	4,528,825	-	4,528,825	4,996,443	(467,618)
INDIRECT EXPENSES					
EXECUTIVE	184,196	-	184,196	178,704	(5,492)
FINANCE	218,163	-	218,163	239,921	21,758
MARKETING	253,353	-	253,353	272,230	18,877
OPERATIONS	1,459,164	-	1,459,164	1,603,341	144,177
BOX OFFICE	127,315	-	127,315	124,564	(2,751)
LUXURY SEATING	52,078	-	52,078	87,276	35,198
SKYWALK ADMIN	17,670	-	17,670	23,956	6,286
OVERHEAD	1,315,443	-	1,315,443	1,395,230	79,787
TOTAL INDIRECT EXP.	3,627,382	-	3,627,382	3,925,222	297,840
NET REVENUE ABOVE EXPENSES	901,443	-	901,443	1,071,221	(169,778)
LESS INCENTIVE FEE					
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	901,443	-	901,443	1,071,221	(169,778)

Comments:

June concludes another tough year for the Arena as concert revenue fell well below expectations as multiple shows hosted during the year fell below historical averages. Other categories, including the Griffins, continue to perform at expected levels.

Ancillary income performed well as the strength of the overall per caps helped offset lower than expected attendance for the year.


General Manager


Director of Finance

**VAN ANDEL ARENA
FINANCIAL STATEMENT HIGHLIGHTS
FOR MONTH ENDED JUNE 30, 2012**

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

MONTH	June Actual	June Budget	June FY 2011
Number of Events	10	9	0
Attendance	24,050	34,000	0
Direct Event Income	(\$80,467)	\$156,119	(\$26,958)
Ancillary Income	69,099	93,226	808
Other Income	247,258	290,020	306,743
Indirect Expenses	(325,646)	(327,111)	(431,587)
Net Income	(\$89,756)	\$212,254	(\$150,994)

YTD	YTD 2012 Actual	YTD 2012 Budget	YTD 2011 Prior Year
Number of Events	101	100	103
Attendance	521,909	542,200	555,385
Direct Event Income	\$940,873	\$1,259,448	\$922,855
Ancillary Income	1,157,106	1,101,555	1,239,960
Other Income	2,430,846	2,635,440	2,470,370
Indirect Expenses	(3,627,384)	(3,925,222)	(3,790,225)
Net Income	\$901,443	\$1,071,221	\$842,960

EVENT INCOME

Event income fell below budgeted numbers as the Cheap Trick and Cirque events performed well below expectations.

ANCILLARY INCOME

Ancillary income, while falling below budget, performed very well on a per cap basis.

INDIRECT EXPENSES

Indirect expenses came in consistent with budget and ahead of last fiscal year.

Van Andel Arena
Income Statement
For the Twelve Months Ending June 30, 2012

	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	\$56,566	\$210,374	(153,808)	\$0	\$1,445,846	\$1,705,703	(259,857)	\$1,502,087
Service Revenue	289,379	156,472	132,907	195	1,560,898	1,259,835	301,063	1,704,950
Service Expenses	(426,412)	(210,727)	(215,685)	(27,153)	(2,065,871)	(1,706,090)	(359,781)	(2,284,182)
Total Direct Event Income	(80,467)	156,119	(236,586)	(26,958)	940,873	1,259,448	(318,575)	922,855
Ancillary Income								
F&B Concession	54,743	76,110	(21,367)	271	951,623	916,306	35,317	1,046,674
F&B Catering	5,487	6,531	(1,044)	(186)	75,665	64,778	10,887	72,948
Novelty Sales	8,869	9,045	(176)	0	99,700	89,671	10,029	91,494
Booth Cleaning	0	0	0	723	402	0	402	862
Audio Visual	0	0	0	0	36	0	36	72
Other Ancillary	0	1,540	(1,540)	0	29,680	30,800	(1,120)	27,910
Total Ancillary Income	69,099	93,226	(24,127)	808	1,157,106	1,101,555	55,551	1,239,960
Other Event Income								
Ticket Rebates(Per Event)	56,008	72,674	(16,666)	0	374,354	426,990	(52,636)	325,736
Total Other Event Income	56,008	72,674	(16,666)	0	374,354	426,990	(52,636)	325,736
Total Event Income	44,640	322,019	(277,379)	(26,150)	2,472,333	2,787,993	(315,660)	2,488,551
Other Operating Income								
Luxury Box Agreements	131,351	158,335	(26,984)	173,544	1,354,395	1,500,450	(146,055)	1,449,100
Advertising	54,000	52,087	1,913	131,784	641,133	625,000	16,133	630,508
Other Income	5,899	6,924	(1,025)	1,415	60,964	83,000	(22,036)	65,026
Total Other Operating Income	191,250	217,346	(26,096)	306,743	2,056,492	2,208,450	(151,958)	2,144,634
Adjusted Gross Income	235,890	539,365	(303,475)	280,593	4,528,825	4,996,443	(467,618)	4,633,185
Operating Expenses								
Salaries and Wages	250,662	160,923	89,739	130,780	1,961,222	1,931,076	30,146	1,846,580
Payroll Taxes and Benefits	49,882	45,035	4,847	12,953	533,846	540,420	(6,574)	486,290
Labor Allocations to Events	(125,831)	(72,806)	(53,025)	(19,609)	(926,991)	(873,672)	(53,319)	(806,691)
Net Salaries and Benefits	174,713	133,152	41,561	124,124	1,568,077	1,597,824	(29,747)	1,526,179
Contracted Services	21,179	22,140	(961)	15,440	222,611	265,680	(43,069)	239,562
General and Administrative	21,449	27,758	(6,309)	41,825	280,555	333,096	(52,541)	340,561
Operations	3,132	4,742	(1,610)	19,722	26,897	56,904	(30,007)	46,984
Repair and Maintenance	10,989	17,599	(6,610)	121,077	187,990	211,188	(23,198)	254,216
Operational Supplies	3,437	17,550	(14,113)	29,779	160,502	210,600	(50,098)	182,037
Insurance	7,014	10,840	(3,826)	6,060	125,279	130,080	(4,801)	126,922
Utilities	70,191	79,833	(9,642)	61,192	892,797	957,996	(65,199)	913,347
SMG Management Fees	13,542	13,487	55	12,368	162,674	161,844	830	160,417
Total Operating Expenses	325,646	327,101	(1,455)	431,587	3,627,382	3,925,212	(297,830)	3,790,225
Net Income(Loss) From Operations	(89,756)	212,264	(302,020)	(150,994)	901,443	1,071,231	(169,788)	842,960
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	(89,756)	212,264	(302,020)	(150,994)	901,443	1,071,231	(169,788)	842,960

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For the Twelve Months Ended June 30, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	21	22	56,223	61,500	166,050	212,785
Sporting Event	9	9	42,133	40,000	337,226	226,655
Concert	21	21	154,235	181,500	1,298,636	1,651,526
Team Home Games	38	38	224,519	224,200	502,841	539,520
Other	12	10	44,799	35,000	167,579	157,507
GRAND TOTALS	101	100	521,909	542,200	2,472,333	2,787,993

As Percentage of Overall

Family Show	20.79%	22.00%	10.77%	11.34%	6.72%	7.63%
Sporting Event	8.91%	9.00%	8.07%	7.38%	13.64%	8.13%
Concert	20.79%	21.00%	29.55%	33.47%	52.53%	59.24%
Team Home Games	37.62%	38.00%	43.02%	41.35%	20.34%	19.35%
Other	11.88%	10.00%	8.58%	6.46%	6.78%	5.65%

**Van Andel Arena
Balance Sheet
As of June 30, 2012**

ASSETS

Current Assets

Cash	2,948,792
Account Receivable	1,009,466
Prepaid Expenses	6,833

Total Current Assets	\$3,965,091	
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Total Assets	\$3,965,091	
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	45,030
Accrued Expenses	500,400
Deferred Income	2,180,120
Advanced Ticket Sales & Deposits	994,940

Total Current Liabilities	\$3,720,490	
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Other Liabilities

Equity

Funds Remitted to CAA	(1,800,000)
Expenses Paid Direct by CAA	676,658
Beginning Balance Equity	466,498
Current Year Equity	901,445

Total Equity	\$244,601	
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Total Liabilities and Equity	\$3,965,091	
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SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of June 30, 2012

Current - Under 30 Days	
Food & Beverage	139,516
Ticketing	84,582
Merchandise	1,324
Permanent Advertising	693,263
DeVos Place	(186,189)
Operating	175,259
 Over 30 Days	 68,711
 Over 60 Days	 33,000
 Over 90 Days	
 Total Accounts Receivable	 1,009,466

**SMG - Van Andel Arena & DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Management Fee Summary
Fiscal Year Ending June 30, 2012**

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2011 Actual
Net Revenue above Expenses	901,443	(390,228)	511,215	368,125
Benchmark			750,000	700,000
Excess	901,443	(390,228)	(238,785)	(331,875)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	162,500	162,500	325,000	320,834
Incentive Fee				
Revenue	4,528,825	5,058,250	9,587,075	9,514,544
Benchmark Revenue	4,850,000	4,250,000	9,100,000	9,100,000
Revenue Excess	(321,175)	808,250	487,075	414,544
Incentive Fee **	-	-	-	-
Total SMG Management Fee	162,500	162,500	325,000	320,834

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

DATE '12	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Aug 1	Available					
Thur, Aug 2	Available					
Fri, Aug 3	Available					
Sat, Aug 4	Available					
Sun, Aug 5	Available					
Mon, Aug 6	Available					
Tue, Aug 7	Available					
Wed, Aug 8	Available					
Thur, Aug 9	Available					
Fri, Aug 10	Available					
Sat, Aug 11	Available					
Sun, Aug 12	Available					
Mon, Aug 13	Available					
Tue, Aug 14	Available					
Wed, Aug 15	Available					
Thur, Aug 16	Available					
Fri, Aug 17	Available					
Sat, Aug 18	Available					
Sun, Aug 19	Available					
Mon, Aug 20	Available					
Tue, Aug 21	Available					
Wed, Aug 22	Available					
Thur, Aug 23	Available					
Fri, Aug 24	Available					
Sat, Aug 25	Available					
Sun, Aug 26	Available					
Mon, Aug 27	Available					
Tue, Aug 28	Available					
Wed, Aug 29	Available					
Thur, Aug 30	Available					
Fri, Aug 31	Available					
Sat, Sep 1	Available					
Sun, Sep 2	Available					

DEVOSPLACE

REVISED WEEKLY - 2012

DATE	EVENT NAME	ROOMS IN USE	TIME	DETAILS	EC	EST. ATTEND.
MON. JULY 30	NHA-NTO	Secchia Lobby Monroe A-D Secchia Lobby, Ballroom A DeVos Place Performance Hall RO, GG OL, GG, Ballroom C, Boardroom Pre-function Areas RO, GG OL, GG, Ballroom C, Boardroom Ballroom A Ballroom B RO, GG OL, GG, Ballroom C, Boardroom Monroe A-D Pre-function Areas RO, GG OL, GG, Ballroom C, Boardroom Off site	6:00 am 6:30 am- 9:00 am 7:00 am- 7:45 am 7:45 am- 9:00 am 9:00 am- 10:00 am 10:00 am- 10:15 am 10:15 am- 12:00 pm 12:00 pm- 1:00 pm 12:00 pm- 1:00 pm 1:00 pm- 3:00 pm 1:00 pm- 4:00 pm 3:00 pm- 3:15 pm 3:15 pm- 5:00 pm 5:30 pm	Client Arrival Skit Rehearsal and Breakfast Registration and Breakfast Welcome Professional Instruction with Teacher Leaders Break Professional Instruction with Teacher Leaders Lunch Expo Open Professional Instruction with Teacher Leaders Meeting Break Professional Instruction with Teacher Leaders Dinner with Teacher Leaders Event Pre-Con Meeting	JD	600
	NATIONAL MODEL RAILROAD ASSOCIATION CONVENTION	DVP Admin. Boardroom	3:00pm-4:00pm		DA	
TUES. JULY 31	NHA-NTO	Secchia Lobby Ballroom A RO, GG OL, GG, Ballroom C, Boardroom Pre-function Areas RO, GG OL, GG, Ballroom C, Boardroom Ballroom A Ballroom B RO, GG OL, GG, Ballroom C, Boardroom Pre-function Areas RO, GG OL, GG, Ballroom C, Boardroom GG B-F, Ballroom C, RO F Off Site	6:00 am 7:00 am- 7:45 am 7:45 am- 10:00 am 10:00 am- 10:15 am 10:15 am- 12:00 pm 12:00 pm- 1:00 pm 12:00 pm- 1:00 pm 1:00 pm- 3:00 pm 3:00 pm- 3:15 pm 3:15 pm- 5:00 pm 5:30 pm	Client Arrival Breakfast Professional Instruction with Teacher Leaders Break Professional Instruction with Teacher Leaders Lunch Expo Open Professional Instruction with Teacher Leaders Break Professional Instruction with Teacher Leaders OPPS CHANGEOVER Optional Excursions and Dinner on Own	JD	600
	NATIONAL MODEL RAILROAD ASSOCIATION CONVENTION	Exhibit Hall A-C Grand Gallery A	7:00am-5:00pm 9:00am-6:30pm	GES Decorator Move In NTS Staff Set Up	DA	
	TRANSPLANT GAMES OF AMERICA CLOSING CEREMONY	DVPH	8:00AM-11:59PM	PERFORMANCE	AK	
WED. AUG 1	NHA-NTO	Secchia Lobby Ballroom A GG, Ballrooms C and D, Mon A-D, RO F Grand Gallery Overlook H Pre-function Areas GG, Ballrooms C and D, Mon A-D, RO F Ballroom A Ballroom B GG, Ballrooms C and D, Mon A-D, RO F Off site	6:00 am 7:00 am- 7:45 am 7:45 am- 10:00 am 8:30 am 10:00 am- 10:15 am 10:15 am- 12:00 pm 12:00 pm- 1:00 pm 12:00 pm- 1:00 pm 1:00 pm- 2:45 pm 2:45 pm- 6:00 pm	Client Arrival Breakfast Professional Instruction: Behave with Care Meeting Break Professional Instruction: Behave with Care Lunch Expo Open Professional Instruction: Behave with Care Service Center Dinner and Tours	JD	600
	NATIONAL MODEL RAILROAD ASSOCIATION CONVENTION	Exhibit Hall A-C Grand Gallery A Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C	7:00am-6:00pm 9:00am-6:30pm 11:30am 12:00pm-6:00pm 12:00pm-6:00pm 6:00pm-6:30pm 6:00pm	GES Decorator Set Up NTS Staff Set Up DVP Security Staff Arrival Exhibitor Booth Drop Off Only Modular Layout Move In & Set Up Exhibit Halls Cleared of Exhibitors Exhibit Halls Closed/Overnight Security Starts	DA	

EH A-C = Exhibit Halls A-C
BALL A-D = Ballroom A-D

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

DEPOSPLACE

REVISED WEEKLY – 2012

THURS. AUG 2	NHA-NTO	Secchia Lobby Ballroom A GG, Ball C, Ball D, Monroe Rooms Pre-function Areas GG, Ball C, Ball D, Monroe Rooms Rosa Park Circle or Ballroom A GG, Ball C, Ball D, Monroe Rooms Pre-Function Areas GG, Ball C, Ball D, Monroe Rooms Off Site BALLROOM CD	6:00 am 7:00 am- 7:45 am 7:45 am- 10:00 am 10:00 am- 10:15 am 10:15 am- 12:00 pm 12:00 pm- 1:00 pm 1:00 pm- 3:00 pm 3:00 pm- 3:15 pm 3:15 pm- 5:00 pm 5:00 pm 5:00 PM	Client Arrival Breakfast Professional Instruction: Behave with Care Break Professional Instruction: Behave with Care Lunch Professional Instruction: Behave with Care Break Professional Instruction: Behave with Care Dinner on Own OPPS CHANGEOVER	JD	600
	NATIONAL MODEL RAILROAD ASSOCIATION CONVENTION	Exhibit Hall A-C Grand Gallery A Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C	7:00am-8:30pm 7:00am-9:00pm 8:00am-8:30pm 8:30pm-9:00pm 9:00pm	GES Decorator Set Up NTS Staff Show Office Exhibitor/Modular Layout Move In & Set Up Exhibit Halls Cleared of Exhibitors Exhibit Halls Closed/Overnight Security Starts	DA	
FRI. AUG 3	NHA-NTO	Secchia Lobby Monroe A-D Ballroom CD DeVos Place Performance Hall Pre-function Areas DeVos Place Performance Hall Ballroom CD Grand Gallery Overlook D All Spaces Lyon Dock	6:00 am 6:30 am- 9:00 am 7:00 am- 7:45 am 7:45 am- 10:00 am 10:00 am- 10:15 am 10:15 am- 12:00 pm 12:00 pm 12:00 pm- 2:30 pm 12:00 pm- 5:00 pm 1:30 pm	Client Arrival Breakfast Professional Instruction Break Closing Session Grab-and-Go Lunch Meeting Client Load Out Client pick up of materials	JD	600
	NATIONAL MODEL RAILROAD ASSOCIATION CONVENTION	Grand Gallery A Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C Grand Gallery Exhibit Hall A-C Show Office A Exhibit Hall A-C Exhibit Hall A-C	6:30am-6:30pm 7:00am-9:00am 7:00am-9:00am 8:00am 9:00am-12:00pm 11:30am-5:30pm 12:00pm-6:00pm 1:30pm-3:30pm 6:00pm-6:30pm 6:30pm	NTS Staff Show Office GES Decorator Set Up Exhibitor/Modular Layout Set Up Fire Inspection Convention/Industry Tradeshow Private Show Hours Box Office Open Public Show Open Vendor Meeting Exhibit Halls Cleared Exhibit Halls Closed/Overnight Security Starts	DA	20000
	HUNT FOR A CURE	BALL AB	9:00am 12:00pm 4:30pm	Client Arrival Florist Arrival Client Departure	MR	
SAT. AUG 4	NATIONAL MODEL RAILROAD ASSOCIATION CONVENTION	Grand Gallery A Exhibit Hall A-C Grand Gallery Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C	8:30am-6:30pm 9:00am-10:00am 9:30am-5:30pm 10:00am-6:00pm 6:00pm-6:30pm 6:30pm	NTS Staff Show Office Exhibitors Allowed into Exhibit Halls Box Office Open Public Show Open Exhibit Halls Cleared Exhibit Halls Closed/Overnight Security Starts	DA	20000
	HUNT FOR A CURE	BALL AB	9:00am 12:00pm 3:00pm 5:00pm	Client Arrival Client Departure Doors Open Registration Cocktails Silent Auction Open	MR	600

EH A-C = Exhibit Halls A-C
BALL A-D = Ballroom A-D

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

DEVOS PLACE

REVISED WEEKLY – 2012

			7:00pm	Games Open Welcome National Anthem/Prayer Dinner Evening Program Live Auction Begins Silent Auction Section A Closes Silent Auction Section B Closes Silent Auction Section C Closes Huntress Silent Auction Section Closes Technology Raffle Winner is Drawn Raffle Winners are Drawn Production Load Out		
SUN, AUG 5	NATIONAL MODEL RAILROAD ASSOCIATION CONVENTION	Grand Gallery A Exhibit Hall A-C Grand Gallery Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C Exhibit Hall A-C	8:30am-10:30pm 9:00am-10:00am 9:30am-4:30pm 10:00am-5:00pm 5:30pm-10:00pm 5:30pm-10:00pm 10:00pm	NTS Staff Show Office Exhibitors Allowed into Exhibit Halls Box Office Open Public Show Open Exhibitor/Modular Layout Move Out GES Decorator Move Out Exhibit Halls Cleared and Closed	DA	20000
MON, AUG 6	NATIONAL MODEL RAILROAD ASSOCIATION CONVENTION	Exhibit Hall A-C DVP Admin. Boardroom DVP Admin. Boardroom Lyon Dock	8:00am-1:00pm 3:00pm-4:00pm 4:00pm-5:00pm 8:30am	GES Decorator Move Out Post-Con Meeting Settlement Florist Pick-up	DA	
	HUNT FOR A CURE					
TUES, AUG 7	SMG	DVP	8:00AM-TBD	FIRE ALARM TESTING		
	SMG	DVPH	8:00AM-TBD	CARPET REPAIR		
WED, AUG 8	BBL KENT COUNTY MEETING	GG A-C	11:00 am 11:30 am 12:00 pm- 1:15 pm 1:45 pm	Client Arrival Attendee Arrival Meeting Client Departure FIRE ALARM TESTING	JD	200
	SMG	DVP	8:00AM-TBD	FIRE ALARM TESTING		
	SMG	DVPH	8:00AM-TBD	CARPET REPAIR		
THURS, AUG 9	SMG	DVP	8:00AM-TBD	FIRE ALARM TESTING		
	SMG	BALL A-D, GG A-F, GGO A-H, RO A-F	8:00AM-TBD	HVAC REPAIR/ UPDATE		
	SMG	DVPH	8:00AM-TBD	CARPET REPAIR		

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DEVOS PLACE

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FRI. AUG 10	CITY MANAGERS MEETING	MON A	8:00AM 8:30AM - 11:00AM	Client Arrival Meeting	DA	
	DANCE ATTACK WORKSHOP	MON A-D	6:30p 6:30p- 9:30p 9:30p	Client Arrival Client Load In Client Departure	MR	
	SMG	BALL A-D, GG A-F, GGO A-H, RO A-F	8:00AM- TBD	HVAC REPAIR/ UPDATE		
SAT. AUG 11	DANCE ATTACK WORKSHOP	MON A-D	6:30a 8:00a 8:45a-10:15a 9:15a-10:15a 10:25a-11:25a 10:25a-11:25a 11:25a-12:15p 12:15p-1:15p 12:15p-1:15p 1:25p-2:25p 1:25p-2:25p 2:35p-3:35p 2:35p-3:35p 3:45p-4:15p 4:15p-5:30p 5:30p	Client Arrival/ Doors Open Registration Advanced- Hip Hop Intermediate- Jazz Advanced- Contemporary Intermediate- Hip Hop Lunch Break Advanced- Hip Hop Intermediate- Contemporary Advanced- Jazz Intermediate- Progressions Advanced- Progressions Intermediate- Hip Hop Autograph Session Load Out Client Departure	MR	
SUN. AUG 12						
MON. AUG 13	SPARTAN STORES GM/HBC SHOW	Ballroom A-D, Business Center	9:00am 12:00pm-6:00pm	Client Arrival Spartan Stores Load In	DA	
TUES. AUG 14	SPARTAN STORES GM/HBC SHOW	Ball A-D, Bus Center, Secchia Lobby	6:30am 7:00am 8:00am-3:00pm 3:00pm-6:00pm 6:00pm-8:00pm 8:30pm	Client Arrival Spartan Stores Arrival Vendor Load In Show Open - Sneak Peak Show Open - Tuesday Night Madness Client Departure	DA	
WED. AUG 15	SPARTAN STORES GM/HBC SHOW	Secchia Lobby Ballroom A-D, Business Center Secchia Lobby Ballroom A-D, Business Center	6:30am 7:00am-9:00am 8:00am-4:00pm 11:30am-1:00pm 4:00pm-7:00pm	Client Arrival Breakfast Show Open Lunch Vendor & Spartan Stores Load Out	DA	
THURS. AUG 16	KENT COUNTY PROPERTY AUCTION	GG AB	8:00AM-11:59PM	AUCTION	MR	

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FRI. AUG 17									
SAT. AUG 18	STEPPIN' OUT FOR SCHOLARSHIPS	BALL CD BALL CD PRE-FUNC BALL D COAT BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BANQUET RECPT./REGISTRA. STORAGE STORAGE			CJ		
SUN. AUG 19	AMERICAN QUILTERS SOCIETY 2012 AQS QUILT SHOW	EH ABC	8:00AM-11:59PM	SETUP			JD		
MON. AUG 20	AMERICAN QUILTERS SOCIETY 2012 AQS QUILT SHOW	EH ABC BALL BC GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP SETUP			JD		
TUES. AUG 21	AMERICAN QUILTERS SOCIETY 2012 AQS QUILT SHOW	EH ABC BALL BC GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP SETUP			JD		
WED. AUG 22	AMERICAN QUILTERS SOCIETY 2012 AQS QUILT SHOW	EH ABC BALL BC GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION GENERAL SESSION BREAKOUT BREAKOUT			JD		
THURS. AUG 23	AMERICAN QUILTERS SOCIETY 2012 AQS QUILT SHOW	EH ABC BALL BC GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION GENERAL SESSION BREAKOUT BREAKOUT			JD		
FRI. AUG 24	AMERICAN QUILTERS SOCIETY 2012 AQS QUILT SHOW	EH ABC BALL BC GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION GENERAL SESSION BREAKOUT BREAKOUT			JD		
	AMWAY NEW PLATINUM CONFERENCE	BALL A PRE BALL A COAT BALL A CHASE	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION STORAGE SETUP OFFICE			CJ		
SAT. AUG 25	AMERICAN QUILTERS SOCIETY 2012 AQS QUILT SHOW	EH ABC BALL BC GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION GENERAL SESSION BREAKOUT BREAKOUT			JD		
	AMWAY NEW PLATINUM CONFERENCE	BALL A PRE BALL A COAT BALL A CHASE	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION STORAGE SETUP OFFICE			CJ		

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SUN. AUG 26	AMWAY NEW PLATINUM CONFERENCE	BALL A PRE BALL A COAT BALL A BALL B CHASE RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION STORAGE SESSION MEALS OFFICE BREAKOUT	CJ	
	PARTNER COMMUNITY COUNCIL CONFERENCE	BALL C BALL CD PRE BALL D BALL D COAT BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP/SESSION REGISTRATION SETUP STORAGE OFFICE	MR	
	MSU- MED SCHOOL- WHITE COAT CEREMONY	DVPH MON A MON BCD RECTAL	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SHOW SHOW SHOW SHOW	JH	
MON. AUG 27	AMWAY NEW PLATINUM CONFERENCE	BALL A PRE BALL A COAT BALL A BALL B CHASE RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	REGISTRATION STORAGE SESSION MEALS BREAKOUT	CJ	

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