

## Meeting of Board of Directors

Wednesday, December 3, 2003  
7:30 a.m. – 9:30 a.m.  
Kent County Board Room, 3<sup>rd</sup> Floor  
Grand Rapids, Michigan 49503

### AGENDA

- |   |             |
|---|-------------|
| <b>I. Call to Order</b>   |             |
| <b>II. Approval of October 22, 2003 Minutes</b>   | Action      |
| <b>III. Election of Officers</b>  | Action      |
| <b>IV. DeVos Place Construction Update – Erhardt/Hunt</b>   | Information |
| <b>V. Committee Reports</b>   |             |
| a. Building Committee   | Information |
| b. Operations Committee   |             |
| i. DeVos Place Rental Rates   | Action      |
| ii. CVB Update  | Information |
| c. Finance Committee  |             |
| i. Approval of Disbursements  | Action      |
| ii. Approval of SMG Financial Reports   | Action      |
| iii. Approval of CAA Financial Report   | Action      |
| <b>VI. Concession Agreement with Service America Concessions Corporation – Consent to Initial Public Offering (IPO)</b> | Action      |
| <b>VII. Concession Agreement with Amway Hotel Corporation</b>   | Action      |
| <b>VIII. SMG Report</b>   | Information |
| i. Facilities Calendars   |             |

Convention  
Arena  
Authority

John Logie,  
Chairman  
Lew Chamberlin  
Clif Charles  
David Frey  
Steven Heacock  
Birgit Klohs  
Joseph Tomaselli



Van Andel Arena  
130 Fulton West  
Grand Rapids, MI 49503  
616.742.6600  
Fax 616.742.6197



Grand Center  
245 Monroe Ave. NW  
Grand Rapids, MI 49503  
616.742.6600  
Fax 616.742.6590



**IX. Other Business**

**X. Public Comment**

**XI. Next Meeting Date: January 28, 2003**

**XII. Adjournment**

**Happy Holidays!**

## MINUTES OF THE GRAND RAPIDS-KENT COUNTY CONVENTION/ARENA AUTHORITY BOARD OF DIRECTORS MEETING Wednesday, October 22, 2003

### I. Call to Order

Chairman John Logie called the meeting to order at 7:35 a.m. Chairman Logie presided and Birgit Klohs recorded.

#### Attendance

Members Present: John Logie, Chairman  
Lew Chamberlin  
Clif Charles  
Birgit Klohs  
Joseph Tomaselli

Members Absent: David Frey  
Steve Heacock

Staff/Others:	David Czurak	<i>Grand Rapids Business Journal</i>
	Robert DuHadway	DK Security
	Joe Erhardt	Erhardt/Hunt Joint Venture
	Jim Gray	CAA Owner Representative
	George Helmstead	CVB
	Kurt Kimball	City of Grand Rapids
	Chris Knappe	<i>The Grand Rapids Press</i>
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Steve Miller	SMG
	Bill Sewall	Erhardt/Hunt Joint Venture
	Dale Sommers	CAA Owner Representative
	Greg Sundstrom	City of Grand Rapids
	Al Vanderberg	Kent County
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Jim Watt	SMG
	Richard Wendt	Dickinson Wright
	Robert White	Kent County
	Steven Wilson	CVB
	Tim Wondergem	Wondergem Consulting

### II. Minutes of Prior Meetings

*Motion: Mr. Tomaselli, supported by Mr. Charles, moved to approve the Minutes of the September 24, 2003, meetings of the Authority. Motion carried unanimously.*

### III. DeVos Place Construction Update

Mr. Erhardt reported that the Grand Gallery, truck docks, and Exhibit Hall remain on track for completion and inspections are proceeding well. The construction manager is coordinating with SMG for furniture move-in. Final burnishing and sealing of the Grand Gallery terrazzo floor is taking place. Once that is

completed, access to the area will be restricted until the facility opens. Phase 3 work continues as scheduled. Selective renovation of DeVos Performance Hall begins in November. Design of the Keeler Lobby and the river walk is ongoing. Almost one-half of the mini pile work at the Welsh site is complete and stair tower pours are beginning. Steel is scheduled to arrive in mid-December. Limited parking (300 spaces) will come on line just prior to the first consumer show. Issues to be resolved with parking include storage, maintaining phase 3 construction access, and the fire marshal's directive to construct a permanent wall.

#### IV. Committee Reports

##### Building Committee

Mr. Sommers reported that the Committee reviewed the financial statements, project timelines, and major milestones. Construction continues to be under budget. Mr. Sommers is meeting with the DEQ to obtain the river walk permit. The river walk will be completed by September 2004. Patio stones are being installed in the plaza area.

##### Operations Committee

Mr. Chamberlin stated the Operations Committee did not meet in October.

Mr. Wilson distributed copies of an article from the *Expo* magazine that lists Grand Rapids as one of the 15 fastest-growing convention destinations. To identify these cities, the magazine weighted variable in five areas: population, personal income, convention centers, hotel and airport development, and city expansion.

Mr. Wilson stated the CVB is working closely with the airport authority to service the demand of conventioners that will be coming to the city. Mayor Logie requested that the CVB supply attendee numbers directly to the airports. A brief discussion ensued about the weakness of airline service to the West. Mr. Tomaselli suggested that Southwest Airlines might be able to service this route. The Customer Service Task Force continues to meet regularly. The Community Media Center has offered to create a hospitality orientation video on a complimentary basis. The CVB has booked 19 national groups to date and just confirmed the National Association of Agricultural Agents for July 2007. The group will utilize a total of 5,000 room nights. The CVB has arranged free transportation from area hotels to DeVos Place.

##### Finance Committee

Mr. Charles presented the Finance Committee report.

- a. Approval of Disbursements and Payroll for the Period September 19 – October 14, 2003

*Motion: Mr. Tomaselli, supported by Ms. Klohs, moved to approve payment of disbursements and payroll totaling \$7,009,767.99. Motion carried unanimously.*

- b. Approval of SMG Financial Statements for the Grand Center and Van Andel Arena®

*Motion: Ms. Klohs, supported by Mr. Chamberlin, moved to approve the SMG Financial Statements for the Van Andel Arena® and Grand Center for the period ended September 30, 2003. Motion carried unanimously.*

c. Approval of CAA Preliminary Financial Statements Prepared by Beene Garter LLP

*Motion: Ms. Klohs, supported by Mr. Tomaselli, moved to approve the Grand Rapids – Kent County Convention/Arena Authority Financial Statements for the period ended September 30, 2003. Motion carried unanimously.*

d. Acceptance of SMG Special Purpose Financial Statements

*Motion: Ms. Klohs, supported by Mr. Tomaselli, moved to accept the SMG Special Purpose Financial Statements for the Van Andel Arena® and Grand Center for the years ended June 30, 2003 and 2002. Motion carried unanimously.*

V. SMG Report

Facilities Calendar

Mr. MacKeigan reported that upcoming events at the Van Andel Arena® include Kiss/Aerosmith, Alan Jackson, Amy Grant/Vince Gill, and Trans-Siberian Orchestra. The Michael W. Smith concert last weekend was very successful and attendance for the professional bull riders increased 10% this year. Upcoming events at DeVos Performance Hall include Bill Cosby, Bare Naked Ladies, ballet, and Moody Blues.

VI. Other Business

David Frey's term on the Board as the Governor's appointment will expire February 29, 2004. David Frey would like to be appointed, and continue to serve on the Building /committee. At the December 3 meeting, Mayor Logie will be presenting a one-year slate of officers for consideration and approval. Mayor Logie indicated his desire to be re-elected Chairman for his last year on the Board. Clif Charles has agreed to serve as Vice Chairman, and Birgit Klohs has agreed to continue as Secretary/Treasurer.

VII. Public Comments

None.

VIII. Next Meeting Date

The next CAA Board meeting is Wednesday, December 3, 2003, for a combined November/December meeting.

IX. Adjournment

There being no other business, the meeting adjourned at 8:15 a.m.

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Birgit M. Klohs, Recording Secretary

## Memorandum

**To:** C/AA Board Members

**From:** Susan Waddell, Administrative Manager

**Date:** November 21, 2003

**Re:** Election of Officers

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According to Section 5.1 of the Grand Rapids-Kent County Convention/Arena Authority Bylaws, the officers of the Board are the Chairperson, Vice Chairperson, Secretary and Treasurer. The Chairperson and Vice Chairperson shall be selected by the Board from its directors. The Secretary and Treasurer shall be selected by the Board but need not be directors of the Board. The same person may hold the office of Secretary and Treasurer.

According to Section 5.2 of the Bylaws, the officers shall be elected at the initial organizational meeting of the Board and biannually at the Board meeting in January of every second year thereafter. The first officers were elected at the inaugural Board meeting on April 18, 2000. Thereafter, an election of officers was held at the January 23, 2002, Board meeting for terms expiring in January 2004. An election of officers should be held for terms expiring in January 2006.

The current officers are:

Chairman	John H. Logie
Vice Chairperson	David G. Frey
Secretary/Treasurer	Birgit M. Klohs

Recommended slate:

Chairman	John H. Logie
Vice Chairman	Clifton B. Charles, Jr.
Secretary/Treasurer	Birgit M. Klohs

**Action Requested:** Elect officers of the Board for terms expiring in January 2006 with the exception of John H. Logie, whose term will expire December 31, 2004.

**BUILDING COMMITTEE REPORT**  
**To**  
**Grand Rapids-Kent County Convention Arena Authority**  
**December 3, 2003**

**GRAND GALLERY**

In the month of October most of the physical installations wrapped up with the exception of some countertops and handrails.

Primary activities focus on clean up, punch list execution, wiring device terminations and system testing.

A successful smoke evacuation test was performed as a dress rehearsal for demonstrating this function to the code officials in early November.

**EXHIBIT HALL**

As with the Grand Gallery, most of the installations are complete. Subcontractors are focusing on final painting, testing and clean up. Communications and security contractors are devicing out as well. North of the Exhibit Area, a big push is on to apply finishes in the dock and show office areas. Remaining work consists of some ceiling tile, second coat of paint and flooring. The last areas to be complete will be service stairways where drywall spackling is now occurring.

State elevator final inspections began the last week in October and will continue into early November.

Coordination with SMG to receive furniture deliveries has begun. Most of the chairs, tables, etc... are being staged in the parking area below grade, which will not be turned over until early 2004.

**SITE WORK**

The areas surrounding the Grand Gallery and Exhibit Hall are being prepared for public use, but remain barricaded for safety. We are preparing now to plant trees on the East side of the Grand Gallery.

The sidewalk between the Exhibit Hall and the river is progressing well and will likely be complete by the Grand Opening. It was previously expected to not have this work done until the summer of 2004.

### PHASE 3

Nicholson Contracting, the deep foundation subcontractor continues drilling for their foundation work. They have completed three of seven work area sequences, and are nearly 50% complete. The concrete subcontractors, Erhardt Construction and Grand River Construction have mobilized and are performing concrete forming and placing.

On October 28, 2003, construction demolition began in the East Hall of the Grand Center. Work is progressing well there and temporary heating systems are being established to continue in this work area through out the winter.

Planning of the DeVos Hall renovation and the Grand Hall work continues with both areas scheduled to start by the end of 2003.



















# Memorandum

Convention

Arena

Authority

John Logie,

Chairman

Lew Chamberlin

Clif Charles

David Frey

Steven Heacock

Birgit Klohs

Joseph Tomaselli

**To:** CAA OPERATIONS COMMITTEE

**From:** RICHARD MACKEIGAN - SMG

**C:** FILE

**Date:** 11/19/03

**Re:** DEVOS PLACE RENTAL RATES

As the committee is aware, the CAA agreed to approve a longer term rate structure for DeVos Place. This was in response to SMG and the CVB's joint recommendation that a five-year rate structure is more in keeping with industry norms and does not encumber sales efforts.

I would like to formally request the Operations Committee approve the attached rate sheet for DeVos Place for FY 2007. This action would confirm the rates you have previously approved for our venue, as well as the attached rates for FY 2007. For your reference, rates for the two previous years are also attached. You will find increases average four percent from FY 2006 to FY 2007. I feel the rates attached have proved acceptable in our competitive environment and the changes for FY 2007 are well within industry norms. The CVB and our hotel partners have reviewed this request and are in agreement that it is acceptable.

Based on the construction schedule, we have held off requesting rates for FY 2008. We will look to provide rates for approval for FY 2008 and 2009 in conjunction with next fiscal year's budget.

As always, I am available for any questions or comments.



Van Andel Arena  
130 Fulton West  
Grand Rapids, MI 49503  
616.742.6600  
Fax 616.742.6197



Grand Center  
245 Monroe Ave. NW  
Grand Rapids, MI 49503  
616.742.6600  
Fax 616.742.6590



# ROOM RENTAL RATES

FY 2007 (July 1, 2006 – June 30, 2007)

ROOM	PERFORM	NON-PROFIT	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$2,300 vs 12%	\$2,300/1 <sup>st</sup> Performance \$1,150/2 <sup>nd</sup> Performance	N/A	N/A	\$2,300	N/A
DeVos Hall (Fri-Sat)	\$2,800 vs 12%	\$2,800/1 <sup>st</sup> Performance \$1,400/2 <sup>nd</sup> Performance	N/A	N/A	\$2,300	N/A
Hall A-C	\$15,800 vs 12%	N/A	\$12,650 or \$.25 net sq. ft.	\$15,800 or \$.29 net sq. ft.	\$15,800	\$8,000
Hall A-B or B-C	\$10,500 vs 12%	N/A	\$8,400 or \$.25 net sq. ft.	\$10,500 or \$.29 net sq. ft.	\$10,500	\$5,400
Hall A, B, Or C	\$5,250 vs 12%	N/A	\$4,225 or \$.25 net sq. ft.	\$5,250 or \$.29 net sq. ft.	\$5,250	\$2,650
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,100 vs 12%	N/A	\$925 or \$.25 net sq. ft.	\$1,110 or \$.29 net sq. ft.	\$1,110	\$850
Meeting Rooms Grand Gallery Individual	\$325 vs 12%	N/A	\$325 or \$.25 net sq. ft.	\$325 or \$.29 net sq. ft.	\$325	\$325
Banquet Room	\$4,700 vs 12%	N/A	\$3,800 or \$.25 net sq. ft.	\$4,700 or \$.29 net sq. ft.	\$4,700	\$2,700
Banquet Room A,B,C-D	\$1,650 vs 12%	N/A	\$1,550 or \$.25 net sq. ft.	\$1,650 or \$.29 net sq. ft.	\$1,650	\$1,200
Banquet Room C or D	\$850 vs 12%	N/A	\$800 or \$.25 net sq. ft.	\$850 or \$.29 net sq. ft.	\$850	\$750
Banquet Room Meeting Rooms	\$325 vs 12%	N/A	\$325 per day	\$325 per day	\$325	\$325
Board Room	N/A	N/A	N/A	\$350	\$350	\$350

# ROOM RENTAL RATES

FY 2006 (July 1, 2005 – June 30, 2006)

ROOM	PERFORM	NON-PROFIT	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$2,200 vs 12%	\$2,200/1 <sup>st</sup> Performance \$1,100/2 <sup>nd</sup> Performance	N/A	N/A	\$2,200	N/A
DeVos Hall (Fri-Sat)	\$2,700 vs 12%	\$2,700/1 <sup>st</sup> Performance \$1,350/2 <sup>nd</sup> Performance	N/A	N/A	\$2,200	N/A
Hall A-C	\$15,300 vs 12%	N/A	\$12,250 or \$.25 net sq. ft.	\$15,300 or \$.29 net sq. ft.	\$15,300	\$7,750
Hall A-B or B-C	\$10,200 vs 12%	N/A	\$8,150 or \$.25 net sq. ft.	\$10,200 or \$.29 net sq. ft.	\$10,200	\$5,100
Hall A, B, Or C	\$5,100 vs 12%	N/A	\$4,100 or \$.25 net sq. ft.	\$5,100 or \$.29 net sq. ft.	\$5,100	\$2,550
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,050 vs 12%	N/A	\$900 or \$.25 net sq. ft.	\$1,050 or \$.29 net sq. ft.	\$1,050	\$800
Meeting Rooms Grand Gallery Individual	\$300 vs 12%	N/A	\$300 or \$.25 net sq. ft.	\$300 or \$.29 net sq. ft.	\$300	\$300
Banquet Room	\$4,550 vs 12%	N/A	\$3,700 or \$.25 net sq. ft.	\$4,550 or \$.29 net sq. ft.	\$4,550	\$2,600
Banquet Room A,B,C-D	\$1,600 vs 12%	N/A	\$1,500 or \$.25 net sq. ft.	\$1,600 or \$.29 net sq. ft.	\$1,600	\$1,100
Banquet Room C or D	\$800 vs 12%	N/A	\$750 or \$.25 net sq. ft.	\$800 or \$.29 net sq. ft.	\$800	\$700
Banquet Room Meeting Rooms	\$300 vs 12%	N/A	\$300	\$300	\$300	\$300
Board Room	N/A	N/A	N/A	\$325	\$325	\$325

# ROOM RENTAL RATES

FY 2005 (July 1, 2004 – June 30, 2005)

ROOM	TICKETED	NON-PROFIT	CONVENTION	CONSUMER	MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$2,100 vs 12%	\$2,100/1 <sup>st</sup> Performance \$1,050/2 <sup>nd</sup> Performance	N/A	N/A	\$2,100	N/A
DeVos Hall (Fri-Sat)	\$2,600 vs 12%	\$2,600/1 <sup>st</sup> Performance \$1,300/2 <sup>nd</sup> Performance	N/A	N/A	\$2,100	N/A
Hall A-C	\$14,850 vs 12%	N/A	\$11,900 or \$.25 net sq. ft.	\$14,850 or \$.29 net sq. ft.	\$14,850	\$7,500
Hall A-B or B-C	\$9,900 vs 12%	N/A	\$7,920 or \$.25 net sq. ft.	\$9,900 or \$.29 net sq. ft.	\$9,900	\$4,900
Hall A, B, Or C	\$4,950 vs 12%	N/A	\$3,960 or \$.25 net sq. ft.	\$4,950 or \$.29 net sq. ft.	\$4,950	\$2,450
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,000 vs 12%	N/A	\$875 or \$.25 net sq. ft.	\$1,000 or \$.29 net sq. ft.	\$1,000	\$750
Meeting Rooms Grand Gallery Individual	\$250 vs 12%	N/A	\$250	\$250	\$250	\$250
Banquet Room	\$4,400 vs 12%	N/A	\$3,520 or \$.25 net sq. ft.	\$4,400 or \$.29 net sq. ft.	\$4,400	\$2,500
Banquet Room A,B,C-D	\$1,500 vs 12%	N/A	\$1,400 or \$.25 net sq. ft.	\$1,500 or \$.29 net sq. ft.	\$1,500	\$1,000
Banquet Room C or D	\$750 vs 12%	N/A	\$700 or \$.25 net sq. ft.	\$750 or \$.29 net sq. ft.	\$750	\$650
Banquet Room Meeting Rooms	\$250 vs 12%	N/A	\$250	\$250	\$250	\$250
Board Room	N/A	N/A	N/A	\$300	\$300	\$300




# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: November 17, 2003

TO: Steve Heacock  
Grand Rapids - Kent County Convention / Arena Authority  
Finance Committee Chair

FROM: Jana M. Wallace   
Acting Assistant to the City Manager

**SUBJECT: Monthly Disbursements Report**

Attached for your review are the lists of invoices processed for payment during the most recent period. Expenditures for the period are summarized below.

Dates checks were issued	Operating Fund	Construction Fund
October 28, 2003	\$ 22,835.36	\$ 70,695.44
November 14, 2003	81,941.31	4,220,542.84
Payroll date – 10/17/2003	1,973.09	--
Payroll date – 10/31/2003	1,973.09	--
Payroll date – 11/14/2003	2,118.89	--
<b>Disbursements from C/AA Funds</b>	<b>\$ 110,841.74</b>	<b>\$4,291,238.28</b>

Total disbursements for the Grand Rapids - Kent County Convention / Arena Authority during the period October 17 through November 14, 2003, were \$4,402,080.02.

Please call me at 456-4514 if you need additional information.

Attachments

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

List of Invoices Processed for Payment on October 28, 2003, as Authorized by the Current Bookkeeping Policy

	Payee	Amount	Invoice Date	Description of materials acquired / services received
Invoices Submitted by Project Manager				
C	Carl Walker Inc	\$ 1,079.20	09/30/2003	Loading dock evaluations
C	Feyen-Zylstra Inc	9,531.00	10/13/2003	Infrastructure cabling project - copper / fiber cabling
C	Global Computer Supplies	891.51	10/06/2003	Printer and computer software for Convention Center
C	Ottawa County Landfill	6,994.53	10/20/2003	Contaminated soil dumping - October 8 - 10, 2003
C	SMG - Philadelphia	50,000.00	10/14/2003	FF&E services to date
		<u>\$ 68,496.24</u>		<b>Sub-Total - Invoices Submitted by Project Manager</b>
Invoices Submitted by City Fiscal Services				
O	Beene Garter LLP	\$ 1,159.00	10/16/2003	Bookkeeping services for period ended October 13, 2003
O	Consumers Energy	18,193.94	10/06/2003	Electrical services for Grand Center - September 2003
C	Dickinson Wright PLLC	2,199.20	09/25/2003	Legal services re architectural agreements - August 2003
O	Dickinson Wright PLLC	84.00	09/25/2003	Legal services re Rampage season change - August 2003
O	Dickinson Wright PLLC	938.00	09/25/2003	Legal services re DeVos Perf Hall interior renovation - August 2003
O	Dickinson Wright PLLC	658.00	09/25/2003	Legal services re general matters - August 2003
O	ICMA Retirement Corporation - 401A	246.00	10/02/2003	Admin mgr's 401A - employer/employee contribs for 10/03/03 payroll
O	ICMA Retirement Corporation - 401A	246.00	10/17/2003	Admin mgr's 401A - employer/employee contribs for 10/17/03 payroll
O	ICMA Retirement Corporation - 457	160.00	10/02/2003	Admin manager's 457 - employee contrib for 10/03/03 payroll
O	ICMA Retirement Corporation - 457	160.00	10/17/2003	Admin manager's 457 - employee contrib for 10/17/03 payroll
O	Priority Health	342.32	10/14/2003	Insurance benefits for administrative manager - November 2003
O	Warner Norcross & Judd LLP	152.50	10/09/2003	Legal services re intellectual property - September 2003
O	Warner Norcross & Judd LLP	345.60	10/09/2003	DeVos Place logo trademark - 8/18 - 9/30/2003
O	Warner Norcross & Judd LLP	150.00	10/09/2003	DeVos Place logo copyright - 9/05 - 9/30/2003
		<u>\$ 25,034.56</u>		<b>Sub-Total - Invoices Submitted by City Fiscal Services</b>
		<u>\$ 70,695.44</u>		<b>Total Invoices Submitted for Payment from Construction Account</b>
		<u>\$ 22,835.36</u>		<b>Total Invoices Submitted for Payment from Operating Account</b>
		<u>\$ 93,530.80</u>		<b>Total Invoices Processed for Payment</b>

C = Construction related expenses  
O = Operating / non-construction expenses

# GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

List of Invoices Processed for Payment on November 14, 2003, as Authorized by the Current Bookkeeping Policy

Payee	Amount	Invoice Date	Description of materials acquired / services received
<b>Invoices Submitted by Project Manager</b>			
C Erhardt - Hunt: A Joint Venture	\$ 3,910,483.00	10/31/2003	Progress pmt # 35: Construction - general / masonry / electrical
C GR-KC C/AA Retainage Account	235,189.00	10/31/2003	Retainage for progress payment # 35
C Jerry G Fellingner, Fire/Secur Sys	2,200.00	11/02/2003	Security system consulting / meetings - October 2003
C Feyen-Zylstra Inc	22,442.29	10/28/2003	Infrastructure cabling project - copper / fiber cabling
C Global Computer Supplies	9,358.28	10/21/2003	Printer and computer software for Convention Center
C Global Computer Supplies	1,664.67	10/09/2003	Printer and computer software for Convention Center
C ISG	1,625.35	10/29/2003	AC power supply, cable, module server
C ISG	129.86	10/29/2003	AC power supply, cable, module server
C J P Gray Consulting Inc	10,782.50	11/06/2003	Project management services - October 2003
C King & MacGregor Environmental, Inc.	225.00	10/24/2003	Professional services - September 2003
C Ottawa County Landfill	2,589.89	10/31/2003	Contaminated soil dumping - October 23 - 24, 2003
C Perrigo Printing	234.00	10/23/2003	Builders Bash invitations phase 2
C Perrigo Printing	89.00	10/29/2003	Builders Bash invitations phase 2
C Sommers, Dale H	12,480.00	10/31/2003	Project management services -October 2003
	<b>\$ 4,209,492.84</b>		<b>Sub-Total - Invoices Submitted by Project Manager</b>
<b>Invoices Submitted by City Fiscal Services</b>			
C BDO Seidman, LLP	\$ 1,300.00	10/10/2003	Professional services re: issuance of bonds
O Consumers Energy	1,383.12	10/23/2003	Electrical services for Skywalk - October 2003
O Consumers Energy	29,154.63	10/24/2003	Electrical services for Arena - October 2003
O Grand Rapids City Treasurer	2,073.67	10/23/2003	Water services for Grand Center - Sept 16 - Oct 21, 2003
O Grand Rapids City Treasurer	2,560.19	10/30/2003	Water and sewer services for Arena - October 2003
O Grand Rapids City Treasurer	53.12	10/30/2003	Irrigation meter water/sewer charges for Arena - October 2003
O Kent County Dept of Public Works	1,452.36	10/31/2003	Skywalk steam services - October 2003
O Kent County Dept of Public Works	19,676.88	10/31/2003	Grand Center steam services - October 2003
O Kent County Dept of Public Works	25,181.34	10/31/2003	Arena steam services - October 2003
O ICMA Retirement Corporation - 401A	246.00	10/31/2003	Admin mgr's 401A - employer/employee contribs for 10/31/03 payroll
O ICMA Retirement Corporation - 457	160.00	10/31/2003	Admin manager's 457 - employee contrib for 10/31/03 payroll
C Moody's Investors Service	5,750.00	10/10/2003	Professional services re: issuance of bonds
C Standard & Poor's	4,000.00	09/24/2003	Professional services re: issuance of bonds
	<b>\$ 92,991.31</b>		<b>Sub-Total - Invoices Submitted by City Fiscal Services</b>
	<b>\$ 4,220,542.84</b>		<b>Total Invoices Submitted for Payment from Construction Account</b>
	<b>\$ 81,941.31</b>		<b>Total Invoices Submitted for Payment from Operating Account</b>
	<b>\$ 4,302,484.15</b>		<b>Total Invoices Processed for Payment</b>

C = Convention Center construction related expenses  
O = Non-construction / operating expenses

# DEVOS PLACE

## DE VOS PLACE

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED OCTOBER 31, 2003**

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Glen Mon

Bob Johnson

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



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*An SMG Managed Facility*

DE VOS PLACE  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2004

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	55	255	310	292	18
ATTENDANCE	38,328	512,704	551,032	557,075	(6,043)
DIRECT EVENT REVENUE	129,706	1,287,418	1,417,124	1,406,774	10,350
ANCILLARY REVENUE	51,029	744,406	795,435	792,184	3,251
TOTAL EVENT REVENUE	180,735	2,031,824	2,212,559	2,198,958	13,601
TOTAL OTHER REVENUE	21,948	152,505	174,453	182,000	(7,547)
TOTAL OPERATING REVENUE	202,683	2,184,329	2,387,012	2,380,958	6,054
INDIRECT EXPENSES					
EXECUTIVE	37,576	74,189	111,765	112,208	443
FINANCE	55,544	141,672	197,216	198,711	1,495
MARKETING	18,624	54,039	72,663	76,439	3,776
OPERATIONS	146,706	641,306	788,012	799,347	11,335
EVENT SERVICES	137,915	600,728	738,643	748,260	9,617
BOX OFFICE	25,396	53,971	79,367	81,644	2,277
SALES	59,828	77,778	137,606	133,188	(4,418)
OVERHEAD	298,212	1,536,486	1,834,698	1,829,584	(5,114)
TOTAL OPERATING EXP.	779,801	3,180,169	3,959,970	3,979,385	19,411
NET REVENUE ABOVE EXPENSES	(577,117)	(995,840)	(1,572,958)	(1,598,427)	25,465
CAPITAL					-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(577,117)	(995,840)	(1,572,958)	(1,598,427)	25,465

Comments:

October fell below expected levels for the month, however, not a large enough variance to adjust the forecast.

  
General Manager

  
Finance Director

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED OCTOBER 31, 2003**

The following schedule summarizes operating results for the current month ending and the YTD ending June 30, 2004, compared to budget and to the prior year:

<b>MONTH</b>	<b>October Actual</b>	<b>October Budget</b>	<b>October FY 2003</b>
Number of Events	25	23	37
Attendance	16,489	28,150	26,536
Direct Event Income	\$74,043	\$87,810	\$115,294
Ancillary Income	27,460	32,965	49,376
Other Income	13,995	15,166	9,231
Indirect Expenses	(281,617)	(258,801)	(177,910)
Net Income	(\$166,119)	(\$122,860)	(\$4,010)

<b>YTD</b>	<b>YTD 2004 Actual</b>	<b>YTD 2004 Budget</b>	<b>YTD 2003 Prior Year</b>
Number of Events	55	51	97
Attendance	38,328	65,105	66,604
Direct Event Income	\$129,706	\$158,435	\$381,513
Ancillary Income	51,029	59,188	127,551
Other Income	21,948	60,664	26,789
Indirect Expenses	(779,801)	(994,704)	(668,431)
Net Income	(\$577,117)	(\$716,417)	(\$132,578)

Less Capital

Net Income after Capital	(\$577,117)	(\$716,417)	(\$132,578)
--------------------------	-------------	-------------	-------------

**EVENT INCOME**

Event income fell below expected levels due to the Business show hosted during the month ended up using much less of the facility than originally expected. Other events held during the month were consistent with budget.

**ANCILLARY INCOME**

Ancillary income fell below expected levels for the month as spending for food & beverage and electrical was lower than expected.

**INDIRECT EXPENSES**

Indirect expenses came in higher than budget.

DE VOS PLACE  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 10/31/03

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
DIRECT EVENT INCOME						
RENTAL INCOME	71,272	81,838	117,735	124,419	147,213	384,962
SERVICES INCOME	2,771	5,972	<2,442>	5,287	11,222	<3,449>
TOTAL DIRECT EVENT INCOME	74,043	87,810	115,294	129,706	158,435	381,513
ANCILLARY INCOME						
FOOD & BEVERAGE	7,922	11,182	13,145	17,041	21,505	46,193
NOVELTY	103	750	438	1,227	2,000	7,774
TELECOMMUNICATIONS	0	0	1,747	0	0	1,747
ELECTRICAL	1,817	3,417	2,188	2,421	5,594	3,342
OTHER ANCILLARY	17,618	17,616	31,858	30,340	30,089	68,495
TOTAL ANCILLARY INCOME	27,460	32,965	49,376	51,029	59,188	127,551
TOTAL EVENT INCOME	101,503	120,775	164,669	180,735	217,623	509,064
OTHER OPERATING INCOME	13,995	15,166	9,231	21,948	60,664	26,789
ADJUSTED GROSS INCOME	115,498	135,941	173,901	202,684	278,287	535,853
INDIRECT EXPENSES						
EXECUTIVE	9,967	9,352	7,345	37,576	37,408	28,314
FINANCE	17,361	16,559	13,904	55,544	66,236	48,957
MARKETING	3,289	6,370	2,261	18,624	25,480	11,532
OPERATIONS	55,464	62,507	29,854	146,706	250,028	130,470
EVENT MANAGEMENT	56,467	49,534	35,644	137,915	198,136	138,356
BOX OFFICE	11,252	6,802	6,590	25,396	27,208	23,232
SALES	22,113	11,100	0	59,828	44,400	0
OVERHEAD	105,702	96,577	82,311	298,212	345,808	287,570
INDIRECT EXPENSES	281,617	258,801	177,910	779,801	994,704	668,431
NET OPERATING INCOME	<166,119>	<122,860>	<4,010>	<577,117>	<716,417>	<132,578>
OTHER EXPENSES						
NET INCOME (LOSS)	<166,119>	<122,860>	<4,010>	<577,117>	<716,417>	<132,578>

DE VOS PLACE  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 10/31/03

	-----CURRENT-----			-----YEAR TO DATE-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	0	0	1,497	0	0	7,714
Stagehands Billed	75,145	76,750	45,233	142,172	135,700	108,498
Security Billed	2,320	7,865	6,522	5,020	13,825	13,392
Ushers & Tix Takers Billed	6,416	10,550	7,497	15,601	21,600	23,408
Box Office Billed	1,100	1,500	1,600	2,400	3,200	4,450
Ticketing Service Billed	2,720	9,125	5,551	7,572	21,288	20,648
Utilities Billed	0	0	0	300	0	0
City Police Fire Billed	726	1,550	620	1,718	1,550	1,333
Traffic Control Billed	0	0	388	53	0	540
EMT Medical Billed	1,424	1,575	1,674	2,554	3,397	3,945
Cleaning Billed	75	0	0	75	0	0
Insurance Billed	786	0	0	786	0	655
Telephone Billed	1,695	1,425	590	2,095	1,950	5,480
Other Production Billed	555	0	5,797	2,993	0	11,514
<b>TOTAL SERVICE INCOME</b>	<b>92,963</b>	<b>110,340</b>	<b>76,968</b>	<b>183,338</b>	<b>202,510</b>	<b>201,578</b>
Advertising Expense	0	0	1,362	0	0	7,734
Stagehand Wages	74,142	74,448	41,998	139,382	131,630	102,600
Security Wages	0	7,865	0	0	13,825	0
Contracted Security Expense	2,553	0	6,522	5,253	0	13,410
Ushers & T/T Wages	4,491	7,385	5,248	10,921	15,120	16,386
Ticket Sellers Wages	540	1,015	1,864	1,061	2,290	4,072
Ticket Service Charge Expense	804	3,650	1,323	2,876	8,371	7,217
City Police Fire Expense	726	1,600	327	1,718	1,600	1,040
Traffic Control Expense	711	1,550	2,115	1,169	2,300	4,236
EMT Medical Expense	1,301	1,575	1,221	2,156	3,347	3,046
Cleaning Wages	3,726	5,280	11,809	9,355	12,805	33,790
Insurance Expense	674	0	0	674	0	505
Allocated Telephone Expense	424	0	148	524	0	148
Production Expense	100	0	5,473	2,963	0	10,842
<b>TOTAL SERVICE EXPENSE</b>	<b>90,192</b>	<b>104,368</b>	<b>79,410</b>	<b>178,051</b>	<b>191,288</b>	<b>205,026</b>
<b>NET SERVICE INCOME</b>	<b>2,771</b>	<b>5,972</b>	<b>&lt;2,442&gt;</b>	<b>5,287</b>	<b>11,222</b>	<b>&lt;3,449&gt;</b>
	=====	=====	=====	=====	=====	=====



DE VOS PLACE  
STATEMENT OF FINANCIAL POSITION  
PERIOD ENDING 10/31/03

ASSETS

CURRENT ASSETS

CASH	1,889,398
ACCOUNTS RECEIVABLE	325,789
PREPAID EXPENSES	79,029
	-----
TOTAL CURRENT ASSETS	2,294,215
	-----

FIXED ASSETS

TOTAL ASSETS	2,294,215
	=====

LIABILITIES & EQUITY

CURRENT LIABILITIES

ACCOUNTS PAYABLE	474,662
ACCRUED EXPENSES	123,991
ADVANCED TIX SALES & DEPOSITS	798,088
	-----
TOTAL CURRENT LIABILITIES	1,396,741
	-----

EQUITY

FUNDING RECEIVED	146,230
RETAINED EARNINGS	1,328,362
NET INCOME (LOSS)	<577,117>
	-----
TOTAL EQUITY	897,474
	-----

TOTAL LIABILITIES & EQUITY	2,294,215
	=====

DE VOS PLACE  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 10/31/03

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	74,407	81,937	43,794	228,062	327,748	173,323
Part-Time	12,920	11,295	13,443	23,092	45,180	33,555
Wages-Trade	108,017	94,699	63,013	216,756	378,796	187,384
Auto Allowance	1,971	0	0	7,883	0	0
Auto Expense	150	2,271	1,521	600	9,084	6,083
Taxes & Benefits	43,845	46,930	27,555	112,430	187,720	91,089
Less: Allocation/Reimbursement	<102,495>	<115,718>	<73,812>	<223,413>	<462,872>	<208,433>
<b>TOTAL LABOR COSTS</b>	<b>138,815</b>	<b>121,414</b>	<b>75,514</b>	<b>365,410</b>	<b>485,656</b>	<b>283,000</b>
Contracted Security	8,506	0	4,639	25,030	0	20,281
Other Contracted Services	155	183	231	310	732	789
Travel & Entertainment	1,075	1,209	263	4,299	4,836	1,918
Corporate Travel	0	833	129	221	3,332	129
Meetings & Conventions	<918>	2,000	0	6,355	8,000	3,030
Dues & Subscriptions	0	42	531	1,983	168	851
Employee Training	0	833	0	0	3,332	0
Computer Expense	4,770	5,417	5,526	12,524	21,668	14,152
Professional Fees	3,000	2,625	2,472	11,589	10,500	8,317
Marketing & Advertising	13,271	2,967	484	29,443	11,868	2,777
Box Office Expenses	29	0	<214>	23	0	<157>
Small Equipment	0	0	0	0	0	2,498
Trash Removal	697	1,000	1,060	1,212	4,000	3,616
Equipment Rental	1,115	500	166	3,048	2,000	508
Landscaping	0	0	0	0	0	<69>
Exterminating	375	0	675	1,125	0	1,800
Construction Costs	3,758	3,200	0	13,760	12,800	2,511
Repairs & Maintenance	3,823	12,084	7,184	15,655	48,336	27,449
Supplies	7,580	14,667	4,258	20,609	58,668	26,488
Bank Service Charges	705	750	660	2,455	3,000	2,524
Insurance	8,043	18,010	7,394	28,992	72,040	28,106
Printing & Stationary	276	625	0	1,608	2,500	0
Office Supplies	954	625	<115>	2,817	2,500	1,981
Postage	222	417	0	493	1,668	9
Parking Expense	2,170	2,000	1,618	7,134	8,000	6,257
Telephone Long Distance	14,857	4,375	2,364	21,444	17,500	11,239
Utilities	49,408	43,500	44,847	125,368	133,500	141,832
Base Fee	19,354	19,525	18,956	77,417	78,100	77,325
Less: Allocated/Reimbursement	<424>	0	<730>	<524>	0	<730>
<b>TOTAL MATERIAL AND SERVICES</b>	<b>142,802</b>	<b>137,387</b>	<b>102,396</b>	<b>414,391</b>	<b>509,048</b>	<b>385,430</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>281,617</b>	<b>258,801</b>	<b>177,910</b>	<b>779,801</b>	<b>994,704</b>	<b>668,431</b>

**SMG - Van Andel Arena & DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Capital Expenditures & Management Fee Summary**  
**Fiscal Year Ending June 30, 2004**

**CAPITAL IMPROVEMENTS**

	Budget	Expended	Balance	Project Status
<b>Arena</b>				
Security System Upgrades	30,000		30,000	Open
Phone System Upgrades	15,000		15,000	Open
Ice Deck Cover	100,000	48,816	51,184	50% Complete
Speaker System - Main Entrance	15,000		15,000	Open
Banquet Room - Interior	25,000		25,000	Open
<b>Total Arena</b>	<b>185,000</b>	<b>48,816</b>	<b>136,184</b>	
<b>DeVos Place</b>				
<b>Total DeVos Place</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Grand Total Capital Improvements</b>	<b>185,000</b>	<b>48,816</b>	<b>136,184</b>	

**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2003 Act/Est
Net Revenue above Expenses	1,433,901	(1,572,958)	(139,057)	1,349,134
Benchmark	1,599,958	(1,598,427)	1,531	1,206,573
Excess	(166,057)	25,469	(140,588)	142,561

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2003 Act/Est
Base Fee	232,252	232,252	464,504	454,950
Incentive Fee				
Revenue	4,689,320	2,387,012	7,076,332	7,118,841
Benchmark Revenue	4,335,280	2,380,958	6,716,238	6,237,971
Revenue Excess	354,040	6,054	360,094	880,870
Incentive Fee **	-	-	-	176,173
<b>Total SMG Management Fee</b>	<b>232,252</b>	<b>232,252</b>	<b>464,504</b>	<b>631,123</b>

\*\* Incentive fee is 20% of the first \$1 million in excess, 25% of remaining capped at base fee amount.



# **VAN ANDEL ARENA**

## **FINANCIAL STATEMENT FOR THE PERIOD ENDED OCTOBER 31, 2003**

### **Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Glen Mon  
Bob Johnson  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*

VAN ANDEL ARENA  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2004

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	27	98	125	133	(8)
ATTENDANCE	168,691	557,525	726,216	752,240	(26,024)
DIRECT EVENT INCOME	420,528	753,642	1,174,170	1,235,522	(61,352)
ANCILLARY INCOME	423,943	1,156,177	1,580,120	1,591,062	(10,942)
TOTAL EVENT INCOME	844,471	1,909,819	2,754,290	2,826,584	(72,294)
TOTAL OTHER INCOME	691,161	1,243,869	1,935,030	1,915,000	20,030
TOTAL INCOME	1,535,632	3,153,688	4,689,320	4,741,584	(52,264)
INDIRECT EXPENSES					
EXECUTIVE	42,232	62,890	105,122	100,609	(4,513)
FINANCE	50,294	137,398	187,692	190,277	2,585
MARKETING	63,161	147,816	210,977	208,453	(2,524)
OPERATIONS	350,577	814,033	1,164,610	1,177,421	12,811
BOX OFFICE	35,292	72,357	107,649	114,363	6,714
LUXURY SEATING	30,787	80,716	111,503	117,992	6,489
SKYWALK ADMIN	12,211	23,295	35,506	36,146	640
OVERHEAD	374,614	957,746	1,332,360	1,332,801	441
TOTAL INDIRECT EXP.	959,168	2,296,251	3,255,419	3,278,062	22,643
NET REVENUE ABOVE EXPENSES	576,465	857,437	1,433,901	1,463,522	(29,621)
LESS ALLOCATION FOR CAPITAL REPLACEMENT	48,816	136,184	185,000	185,000	-
NET REVENUE ABOVE EXPENSES AFTER CAPITAL	527,649	721,253	1,248,901	1,278,522	(29,621)

Comments:

October came in well ahead of expectations due to both the start of the 8th season of the Grand Rapids Griffins and the very successful Shania Twain, Michael W. Smith, and Blue Man Group shows. Part of the success of October will come at the expense of November as timing of the events hosted was not consistent with the budget. The two months combined should end at, or slightly behind budgeted numbers.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED OCTOBER 31, 2003**

The following schedule summarizes operating results for the current month ending and the YTD ending June 30, 2004, compared to budget and to the prior year:

<b>MONTH</b>	<b>October Actual</b>	<b>October Budget</b>	<b>October FY 2003</b>
Number of Events	9	8	5
Attendance	65,715	50,300	25,863
Direct Event Income	\$186,095	\$119,644	\$20,354
Ancillary Income	147,393	127,780	52,427
Other Income	208,382	159,584	158,069
Indirect Expenses	(300,647)	(272,935)	(262,421)
Net Income	<u>\$241,223</u>	<u>\$134,073</u>	<u>(\$31,572)</u>

<b>YTD</b>	<b>YTD 2004 Actual</b>	<b>YTD 2004 Budget</b>	<b>YTD 2003 Prior Year</b>
Number of Events	27	29	30
Attendance	168,691	173,500	171,818
Direct Event Income	\$420,528	\$437,417	\$418,982
Ancillary Income	423,943	466,892	378,642
Other Income	691,161	638,336	615,191
Indirect Expenses	(959,168)	(1,090,560)	(965,953)
Net Income	<u>\$576,465</u>	<u>\$452,085</u>	<u>\$446,862</u>
Less Capital	(48,816)		(\$47,854)
Net Income after Capital	<u>\$527,649</u>	<u>\$452,085</u>	<u>\$399,009</u>

**EVENT INCOME**

Event income came in higher than expected due to hosting one additional concert than expected. The month was highlighted by the Shania Twain concert in which attendance was one of the 10 largest shows ever hosted.

**ANCILLARY INCOME**

Ancillary income came in higher than expected due to hosting the additional event, and higher than expected attendance at the Griffins (partially due to a Detroit Red Wing playing for a game). Other events hosted during the month posted consistent per cap numbers.

**INDIRECT EXPENSES**

Indirect expenses came in higher than expected, mostly due to labor getting the facility ready for the start of the season.

VAN ANDEL ARENA  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 10/31/03

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
-----						
DIRECT EVENT INCOME						
RENTAL INCOME	217,918	157,300	62,742	515,759	531,800	480,043
SERVICES INCOME	<31,823>	<37,656>	<42,388>	<95,231>	<94,383>	<61,061>
TOTAL DIRECT EVENT INCOME	186,095	119,644	20,354	420,528	437,417	418,982
ANCILLARY INCOME						
-----						
FOOD & BEVERAGE	120,660	101,358	43,260	347,517	374,600	294,409
NOVELTY	24,144	23,712	6,086	73,066	88,812	78,843
OTHER ANCILLARY	2,590	2,710	3,080	3,360	3,480	5,390
TOTAL ANCILLARY INCOME	147,393	127,780	52,427	423,943	466,892	378,642
TOTAL EVENT INCOME	333,488	247,424	72,781	844,471	904,309	797,624
OTHER OPERATING INCOME	208,382	159,584	158,069	691,161	638,336	615,191
ADJUSTED GROSS INCOME	541,870	407,008	230,850	1,535,633	1,542,645	1,412,815
INDIRECT EXPENSES						
EXECUTIVE	14,567	8,258	8,850	42,232	33,032	32,584
FINANCE	15,310	15,732	10,691	50,294	62,928	41,560
MARKETING	18,524	17,386	21,731	63,161	69,614	65,500
LUXURY SEATING	7,778	9,832	7,548	30,787	39,328	33,983
OPERATIONS	119,507	98,117	105,403	350,577	392,468	376,145
BOX OFFICE	13,416	9,531	16,090	35,292	36,874	36,647
SKYWALK ADMINISTRATION	3,815	3,013	2,734	12,211	12,052	10,213
OVERHEAD	107,731	111,066	89,374	374,614	444,264	369,320
INDIRECT EXPENSES	300,647	272,935	262,421	959,168	1,090,560	965,953
NET OPERATING INCOME	241,223	134,073	<31,572>	576,465	452,085	446,862
OTHER EXPENSES						
OTHER EXPENSE (INCOME)	3,816	0	31,104	48,816	0	47,854
OTHER EXPENSES	3,816	0	31,104	48,816	0	47,854
NET INCOME (LOSS)	237,407	134,073	<62,676>	527,649	452,085	399,008
	=====	=====	=====	=====	=====	=====

VAN ANDEL ARENA  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 10/31/03

	-----CURRENT-----			-----YEAR TO DATE-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	26,066	0	17,794	100,721	0	99,401
Labor Billed	1,620	1,080	0	5,850	4,860	5,452
Changeover Setup Billed	10,885	6,600	0	37,593	40,700	39,384
Stagehands Billed	51,608	35,600	37,834	157,785	161,700	196,983
Security Billed	16,141	12,000	577	52,933	56,100	60,747
Ushers & Tix Takers Billed	10,532	7,900	978	35,872	35,500	42,718
Box Office Billed	1,290	800	0	3,225	3,600	2,967
Ticketing Service Billed	35,431	20,000	2,096	73,541	81,000	56,867
City Police Fire Billed	1,232	672	0	3,052	3,024	3,864
EMT Medical Billed	1,730	1,200	677	5,080	5,525	7,489
Cleaning Billed	8,752	7,200	0	33,467	35,400	39,932
Insurance Billed	0	0	0	0	0	455
Group Sales Commissions Billed	327	0	0	327	0	189
Telephone Billed	4,330	1,975	2,540	11,790	10,435	12,309
Damages Billed	350	0	150	350	0	150
Other Production Billed	31,701	8,000	19,698	117,285	48,000	170,349
<b>TOTAL SERVICE INCOME</b>	<b>201,995</b>	<b>103,027</b>	<b>82,344</b>	<b>638,869</b>	<b>485,844</b>	<b>739,256</b>
Advertising Expense	24,636	0	15,135	97,464	0	94,376
Labor Wages	1,377	918	0	4,973	4,590	4,634
Contracted Changeover Setup Expense	21,620	17,400	15,978	53,758	57,400	66,859
Stagehand Wages	51,056	35,127	37,578	161,872	165,817	198,030
Contracted Security Expense	22,506	16,400	9,477	69,160	65,280	85,404
Contracted Ushers & T/T Expense	21,415	18,600	11,113	53,642	59,480	61,207
Ticket Sellers Wages	1,097	0	0	2,412	0	2,522
Ticket Sellers P/R Taxes Bene	0	0	0	329	0	0
Ticket Service Charge Expense	34,581	20,000	1,699	70,276	96,000	54,909
City Police Fire Expense	1,232	672	0	3,052	4,610	3,864
EMT Medical Expense	2,740	2,093	1,275	6,270	7,876	7,420
Contracted Cleaning Expense	20,284	20,945	9,350	56,971	67,854	63,738
Insurance Expense	0	0	0	12,816	0	9,117
Allocated Telephone Expense	1,560	528	847	4,047	3,320	3,860
Production Expense	29,715	8,000	22,280	137,058	48,000	144,378
<b>TOTAL SERVICE EXPENSE</b>	<b>233,818</b>	<b>140,683</b>	<b>124,732</b>	<b>734,100</b>	<b>580,227</b>	<b>800,318</b>
<b>NET SERVICE INCOME</b>	<b>&lt;31,823&gt;</b>	<b>&lt;37,656&gt;</b>	<b>&lt;42,388&gt;</b>	<b>&lt;95,231&gt;</b>	<b>&lt;94,383&gt;</b>	<b>&lt;61,061&gt;</b>
	=====	=====	=====	=====	=====	=====



VAN ANDEL ARENA  
STATEMENT OF FINANCIAL POSITION  
PERIOD ENDING 10/31/03

ASSETS

CURRENT ASSETS

CASH	4,441,269
ACCOUNTS RECEIVABLE	1,254,787
PREPAID EXPENSES	130,134
	-----
TOTAL CURRENT ASSETS	5,826,191
	-----

FIXED ASSETS

TOTAL ASSETS	5,826,191
	=====

LIABILITIES & EQUITY

CURRENT LIABILITIES

ACCOUNTS PAYABLE	823,211
ACCRUED EXPENSES	520,803
DEFERRED INCOME	1,678,130
ADVANCED TIX SALES & DEPOSITS	1,857,160
	-----
TOTAL CURRENT LIABILITIES	4,879,303
	-----

EQUITY

FUNDS REMITTED	<1,800,000>
FUNDING RECEIVED	217,691
RETAINED EARNINGS	2,001,548
NET INCOME (LOSS)	527,649
	-----
TOTAL EQUITY	946,888
	-----

TOTAL LIABILITIES & EQUITY	5,826,191
	=====

VAN ANDEL ARENA  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 10/31/03

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	65,843	43,608	44,509	202,705	174,432	173,328
Part-Time	7,696	2,848	7,513	13,466	11,462	18,249
Wages-Trade	92,793	78,186	64,069	251,977	312,744	282,151
Auto Allowance	577	0	0	2,308	0	0
Auto Expense	300	835	777	1,200	3,340	3,108
Taxes & Benefits	35,668	33,656	29,204	113,680	134,624	113,536
Less: Allocation/Reimbursement	<70,431>	<61,667>	<51,752>	<220,733>	<247,918>	<258,368>
<b>TOTAL LABOR COSTS</b>	<b>132,446</b>	<b>97,466</b>	<b>94,319</b>	<b>364,604</b>	<b>388,684</b>	<b>332,004</b>
Contracted Security	26,706	19,583	24,205	84,862	78,332	74,352
Contracted Cleaning	2,098	2,167	2,098	15,113	8,668	8,392
Other Contracted Services	314	300	314	1,256	1,200	1,286
Travel & Entertainment	352	325	615	3,000	1,300	4,353
Corporate Travel	0	625	129	0	2,500	2,873
Meetings & Conventions	0	625	0	699	2,500	210
Dues & Subscriptions	0	208	1,265	2,601	832	2,339
Employee Training	61	1,000	0	100	4,000	0
Miscellaneous Expense	0	0	0	0	0	62
Computer Expense	5,579	5,417	5,832	13,322	21,668	16,139
Professional Fees	7,273	2,167	2,028	14,467	8,668	9,175
Marketing & Advertising	2,898	8,250	12,113	20,823	33,000	34,637
Box Office Expenses	<267>	0	<18>	<543>	0	326
Small Equipment	0	0	0	0	0	972
Trash Removal	2,948	1,250	2,286	5,449	5,000	6,227
Equipment Rental	1,581	1,300	2,316	4,977	5,200	6,947
Landscaping	0	292	0	0	1,168	0
Exterminating	495	333	248	990	1,332	990
Cleaning	265	450	0	9,083	1,800	8,739
Repairs & Maintenance	9,935	10,666	10,441	27,329	42,664	34,315
Supplies	7,673	15,091	15,446	31,321	60,364	67,743
Bank Service Charges	913	1,000	625	3,032	4,000	2,566
Insurance	9,782	13,699	6,322	37,571	54,796	33,775
Printing & Stationary	0	1,917	6,282	0	7,668	6,282
Office Supplies	2,296	1,000	248	3,376	4,000	5,143
Postage	229	1,000	237	2,887	4,000	2,210
Parking Expense	1,906	1,592	1,538	9,843	6,368	7,472
Telephone Long Distance	5,224	4,583	2,897	19,962	18,332	16,170
Utilities	66,132	64,150	54,951	219,207	256,600	217,346
Base Fee	19,354	19,525	18,956	77,417	78,100	75,825
Common Area Expense	<3,383>	<2,671>	<2,424>	<8,932>	<10,684>	<9,057>
Less: Allocated/Reimbursement	<2,162>	<375>	<847>	<4,649>	<1,500>	<3,860>
<b>TOTAL MATERIAL AND SERVICES</b>	<b>168,200</b>	<b>175,469</b>	<b>168,102</b>	<b>594,564</b>	<b>701,876</b>	<b>633,949</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>300,647</b>	<b>272,935</b>	<b>262,421</b>	<b>959,168</b>	<b>1,090,560</b>	<b>965,953</b>

**SMG - Van Andel Arena & DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Capital Expenditures & Management Fee Summary**  
**Fiscal Year Ending June 30, 2004**

**CAPITAL IMPROVEMENTS**

	Budget	Expended	Balance	Project Status
<b>Arena</b>				
Security System Upgrades	30,000		30,000	Open
Phone System Upgrades	15,000		15,000	Open
Ice Deck Cover	100,000	48,816	51,184	50% Complete
Speaker System - Main Entrance	15,000		15,000	Open
Banquet Room - Interior	25,000		25,000	Open
<b>Total Arena</b>	<b>185,000</b>	<b>48,816</b>	<b>136,184</b>	
<b>DeVos Place</b>				
<b>Total DeVos Place</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Grand Total Capital Improvements</b>	<b>185,000</b>	<b>48,816</b>	<b>136,184</b>	

**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2003 Act/Est
Net Revenue above Expenses	1,433,901	(1,572,958)	(139,057)	1,349,134
Benchmark	1,599,958	(1,598,427)	1,531	1,206,573
Excess	(166,057)	25,469	(140,588)	142,561

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2003 Act/Est
Base Fee	232,252	232,252	464,504	454,950
Incentive Fee				
Revenue	4,689,320	2,387,012	7,076,332	7,118,841
Benchmark Revenue	4,335,280	2,380,958	6,716,238	6,237,971
Revenue Excess	354,040	6,054	360,094	880,870
Incentive Fee **	-	-	-	176,173
<b>Total SMG Management Fee</b>	<b>232,252</b>	<b>232,252</b>	<b>464,504</b>	<b>631,123</b>

\*\* Incentive fee is 20% of the first \$1 million in excess, 25% of remaining capped at base fee amount.

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

*INTERIM FINANCIAL STATEMENTS*

*Four Months Ended October 31, 2003*



**BEENE GARTER LLP**

50 MONROE AVE. NW

SUITE 600

GRAND RAPIDS, MI

49503-2679

616.235.5200 PHONE

800.824.7882

616.235.5285 FAX

WWW.BEENEGARTER.COM

## ACCOUNTANTS' REPORT

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To the Board of Directors  
Grand Rapids - Kent County Convention / Arena Authority  
Grand Rapids, Michigan

We have compiled the accompanying statements of net assets and cash receipts and disbursements - budget to actual for the operating account and construction accounts of the Grand Rapids - Kent County Convention / Arena Authority for the four months ended October 31, 2003, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. These statements do not include the cash receipts and disbursements of the Van Andel Arena and Grand Center which are operated by the Authority. The financial statements presented have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's cash receipts and disbursements. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Beene Garter LLP*

November 10, 2003  
Grand Rapids, Michigan

*Big enough to be experts, small enough to care<sup>SM</sup>*

AUDIT, TAX & ADVISORY SERVICES   EMPLOYER SUPPORT SERVICES   WEALTH MANAGEMENT SERVICES

A MEMBER OF MOORE STEPHENS INTERNATIONAL

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**INTERIM FINANCIAL STATEMENTS**

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## Statement A

## GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY

## Statement of Net Assets

October 31, 2003

<b>ASSETS</b>	<b>CONSTRUCTION</b>	<b>OPERATING</b>	<b>TOTAL</b>
<b>Current Assets:</b>			
Cash and Equivalents - Authority	\$ 8,614,451	\$ 3,074,528	\$ 11,688,979
Cash and Equivalents - Facility	-	3,620,013	3,620,013
Investments	17,945,517	-	17,945,517
Receivables, Net	-	1,232,040	1,232,040
Prepaid Expenses	-	117,750	117,750
Contract Rights	-	5,737	5,737
<b>Total Current Assets</b>	<b>26,559,968</b>	<b>8,050,068</b>	<b>34,610,036</b>
<b>Noncurrent Assets:</b>			
Capital Assets:			
Construction in Progress	56,229,162	3,507	56,232,669
<b>Total Noncurrent Assets</b>	<b>56,229,162</b>	<b>3,507</b>	<b>56,232,669</b>
<b>TOTAL ASSETS</b>	<b>82,789,130</b>	<b>8,053,575</b>	<b>90,842,705</b>
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts Payable	-	643,033	643,033
Accrued Expenses	-	418,296	418,296
Advance Ticket Sales	-	1,079,206	1,079,206
Advance Deposits	-	202,952	202,952
Deferred Facility Income	-	441,506	441,506
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>2,784,993</b>	<b>2,784,993</b>
<b>NET ASSETS</b>			
Invested in Capital Assets	56,229,162	3,507	56,232,669
Fund Balance	26,559,968	5,265,075	31,825,043
<b>TOTAL NET ASSETS</b>	<b>\$ 82,789,130</b>	<b>\$ 5,268,582</b>	<b>\$ 88,057,712</b>

## Statement B

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements - Budget to Actual (Operations) From July 1, 2003 to October 31, 2003

	OPERATING ACCOUNT			
	Facilities Operations		Capital Replacement	
	Budget	Actual	Budget	Actual
<b>RECEIPTS</b>				
Facility Operations	\$ 1,827,565	\$ 1,800,000	\$ -	\$ -
Land Lease	107,000	35,604	-	-
Interest on Investments	20,000	3,761	12,000	2,209
Capital Replacement Reserve Transfer	930,402	-	(930,402)	-
Miscellaneous Revenue	8,000	-	-	-
<b>TOTAL RECEIPTS</b>	<b>2,892,967</b>	<b>1,839,365</b>	<b>(918,402)</b>	<b>2,209</b>
<b>DISBURSEMENTS</b>				
Accounting / Auditing Services	59,245	6,966	-	-
Insurance - Property and Liability	33,595	3,846	-	-
Legal Services	32,000	14,785	-	-
Other Contractual Services	42,000	-	-	-
Pedestrian Safety	95,000	-	-	-
Facility Management Fees	-	176,173	-	-
Meeting Expense	890	83	-	-
Supplies	1,000	96	-	-
Transfer to Construction Account	1,000,000	-	-	-
<b>Sub-total Service Disbursements</b>	<b>1,263,730</b>	<b>201,950</b>	<b>-</b>	<b>-</b>
Electricity	1,031,332	194,344	-	-
Steam	831,834	70,035	-	-
Water and Sewer	99,300	15,463	-	-
<b>Sub-total Utility Disbursements</b>	<b>1,962,466</b>	<b>279,842</b>	<b>-</b>	<b>-</b>
Building Additions and Improvements	-	-	45,000	-
Facility Equipment Acquisition	-	-	115,000	-
<b>Sub-total Capital Disbursements</b>	<b>-</b>	<b>-</b>	<b>160,000</b>	<b>-</b>
Employee Wages	53,300	18,450	-	-
Employee Benefits	17,366	6,244	-	-
<b>Sub-total Payroll Disbursements</b>	<b>70,666</b>	<b>24,694</b>	<b>-</b>	<b>-</b>
<b>TOTAL DISBURSEMENTS</b>	<b>3,296,862</b>	<b>506,485</b>	<b>160,000</b>	<b>-</b>
<b>Excess / (Deficit) of Funds</b>	<b>\$ (403,895)</b>	<b>\$ 1,332,879</b>	<b>\$ (1,078,402)</b>	<b>\$ 2,209</b>
<b>Total Net Assets - Beginning of Year</b>	<b>3,403,895</b>	<b>2,104,933</b>	<b>1,596,704</b>	<b>1,828,561</b>
<b>Total Net Assets - End of Period</b>	<b>\$ 3,000,000</b>	<b>\$ 3,437,812</b>	<b>\$ 518,302</b>	<b>\$ 1,830,770</b>
	See Comments 1 and 2		See Comments 1 and 2	

**Comment 1:** Facilities Operations and Capital Replacement budgets were approved by the Convention / Arena Authority at its regularly scheduled meeting on May 28, 2003.

**Comment 2:** Facilities Operations columns include receipts and disbursements processed by the C/AA. SMG receipts and disbursements are reported separately in the Van Andel Arena and Grand Center financial statements prepared by SMG.



## Statement C

### GRAND RAPIDS - KENT COUNTY CONVENTION / ARENA AUTHORITY Statement of Cash Receipts and Disbursements - Budget to Actual (Construction) From July 1, 2003 to October 31, 2003

	<b>Convention Center Construction</b>	
	<b>Budget</b>	<b>Actual</b>
<b>RECEIPTS</b>		
Grand Action	\$ 32,048,961	\$ 2,338,961
Downtown Development Authority	10,000,000	5,000,000
County of Kent	5,000,000	-
City of Grand Rapids - grant proceeds	3,528,884	-
Miscellaneous Revenue	-	75,000
Transfer from Operating Fund	1,000,000	-
Interest on Investments	397,550	149,119
<b>TOTAL RECEIPTS</b>	<b>51,975,395</b>	<b>7,563,080</b>
<b>DISBURSEMENTS</b>		
Architectural and Engineering Services	4,605,255	776,075
Construction Material Testing	583,610	87,947
Construction - GMP Contractor	56,390,602	17,154,226
<b>Sub-total Contractor Disbursements</b>	<b>61,579,467</b>	<b>18,018,248</b>
Insurance - Property / Liability	116,100	116,100
Legal Services	7,000	2,494
Owner's Representatives	245,000	89,540
Other Contractual Services	1,141,035	928,381
Telephone	2,000	420
<b>Sub-total Service Disbursements</b>	<b>1,511,135</b>	<b>1,136,935</b>
Facility Equipment Acquisition	-	892
<b>Sub-total Supply Disbursements</b>	<b>-</b>	<b>892</b>
<b>TOTAL DISBURSEMENTS</b>	<b>63,090,602</b>	<b>19,156,074</b>
<b>Excess / (Deficit) of Funds</b>	<b>\$ (11,115,207)</b>	<b>\$ (11,592,995)</b>
<b>Total Net Assets - Beginning of Year</b>	<b>33,271,289</b>	<b>94,382,125</b>
<b>Total Net Assets - End of Period</b>	<b>\$ 22,156,082</b>	<b>\$ 82,789,130</b>
	See Comment	

**Comment:** Convention Center Construction budget was approved by the Grand Rapids - Kent County Convention / Arena Authority at its regularly scheduled meeting on March 26, 2003.

See accountants' report

## Item VI



200 OTTAWA AVENUE, N.W., SUITE 900  
GRAND RAPIDS, MI 49503-2426  
TELEPHONE: (616) 458-1300  
FACSIMILE: (616) 458-6753  
<http://www.dickinsonwright.com>

RICHARD A. WENDT  
[RWendt@dickinson-wright.com](mailto:RWendt@dickinson-wright.com)

November 26, 2003

Ms. Susan M. Waddell  
Administrative Manager  
Grand Rapids-Kent County  
Convention/Arena Authority  
130 West Fulton Street  
Grand Rapids, Michigan 49503

Re: CAA Board Resolution Regarding Change of Control of  
Centerplate

Dear Sue:

As we discussed, enclosed please find a resolution related to the above-referenced matter for placement on the CAA Board's meeting agenda for Wednesday, December 3, 2003.

This will confirm that I have spoken with Steve Denny and Richard M. Kahn, in-house legal counsel for Service America Concession Corporation, a/k/a Centerplate ("SACC"). They have advised that on or about December 5, 2003, SACC's parent, Volume Services America Holdings, Inc. ("Holdings"), will undertake an initial public offering of stock which, if successful, will result in a change in majority control of the voting stock of Holdings. They have further advised that this will result in a change in the composition of the board of directors of Holdings, however, there will be no change in the officers or management of Holdings and no change is contemplated in the chief executive officer or other officers or management of SACC, including local management at the Van Andel Arena. Further, they advised there is no contemplated change in the operations of SACC.

Since the CAA's agreement with SACC provides that the CAA has the right to terminate the agreement within 90 days after a change of control occurs, SACC and its parent Holdings have requested the CAA acknowledge the change of control and indicate its intent not to exercise its right to terminate the agreement. The enclosed resolution accomplishes this.

I will be present at the CAA Board meeting to present the resolution and answer any questions.

Very truly yours,

A handwritten signature in black ink, appearing to be "R. Wendt", written over a horizontal line.

Richard A. Wendt

RAW/ph  
Enclosures

C o u n s e l l o r s   A t   L a w

DETROIT   BLOOMFIELD HILLS   LANSING   GRAND RAPIDS   WASHINGTON, D.C.

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

**RESOLUTION ACKNOWLEDGING (A) THE SALE OF STOCK OF  
VOLUME SERVICES HOLDINGS, INC., PARENT OF SERVICE  
AMERICA CONCESSIONS CORPORATION, AND (B) THAT THE  
CONCESSION AGREEMENT WILL NOT TERMINATE BECAUSE OF  
SUCH SALE OF STOCK**

Boardmember \_\_\_\_\_, supported by Boardmember \_\_\_\_\_,  
moved the adoption of the following resolution:

**WHEREAS**, the Downtown Development Authority of the City of Grand Rapids (the "DDA") entered into a Concession Agreement dated as of October 1, 1996 (the "Concession Agreement"), with Service America Concessions Corporation, a/k/a Centerplate ("SACC") to provide concession, banquet and catering services at the Van Andel Arena (the "Arena"), which Concession Agreement was assigned by the DDA to the Grand Rapids-Kent County Convention/Arena Authority (the "CAA") effective July 1, 2000; and

**WHEREAS**, the CAA and SACC entered into an Amendment to Concession Agreement dated as of July 1, 2001 (the "Amendment" and, together with the Concession Agreement, the "Agreement"), pursuant to which the term of the Agreement was extended through June 30, 2006; and

**WHEREAS**, the Amendment provides that if a majority of its voting stock shall change, the CAA has the right to terminate the Agreement within 90 days after the change of control occurs; and

**WHEREAS**, the CAA has been advised by SACC that on or about December 5, 2003, its parent, Volume Services America Holdings, Inc. ("Holdings"), will undertake an initial public offering of stock which will change Holdings from a privately held company to a public company, and

**WHEREAS**, since majority control of the voting stock in Holdings will change and, therefore, control of SACC will change, SACC has requested the CAA acknowledge (a) the change in status of Holdings and (b) that because of such change in status the CAA will not elect to exercise its right to terminate the Agreement; and

**WHEREAS**, SACC has advised the CAA that even though majority control of Holdings will change and as a result the composition of the Board of Directors of Holdings will change, there will be no change in the operations of SACC or the chief executive officer or other officers or management of SACC, including local management at the Arena.

**RESOLVED:**

1. That the CAA acknowledges that Holdings, the parent of SACC, is undertaking an initial public offering of stock which will change Holdings from a privately held company to a public company, and will result in a change in majority control of the voting stock in Holdings.

2. That based on SACC's representation that there will be no change in the operations or officers and management of SACC, including local management at the Arena, the CAA elects to not exercise its right to terminate the Agreement.

3. That the Chairperson is hereby authorized to execute any document reflecting the CAA's acknowledgement and determination in this resolution approved as to form by the CAA's legal counsel.

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

YEAS: Boardmembers \_\_\_\_\_

\_\_\_\_\_

NAYS: Boardmembers \_\_\_\_\_

ABSTAIN: Boardmembers \_\_\_\_\_

ABSENT: Boardmembers \_\_\_\_\_

Dated: December 3, 2003

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recording Secretary

### CERTIFICATION

I, the undersigned duly qualified and acting Administrative Manager/Recording Secretary of the Grand Rapids-Kent County Convention/Arena Authority (the "CAA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the CAA Board at a regular meeting held on December 3, 2003, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: December 3, 2003

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recording Secretary



November 19, 2003

CONVENTION/ARENA AUTHORITY  
Van Andel Arena  
130 West Fulton  
Grand Rapids, MI 49503  
Attn: Executive Director

SMG  
701 Market Street, Suite 4400  
Philadelphia, PA 19106

Re: Concession Agreement with Service America Concessions Corporation

Dear Chairman John Logie

As you know, Service America Concessions Corporation ("SACC") is a party with you to the agreement (the "Agreement") referenced above. We are writing to inform you that Volume Services America Holdings, Inc. ("Holdings"), the indirect parent of SACC, is undertaking an initial public offering ("IPO"). Upon completion of the IPO, SACC will continue to be a party to and perform its obligations under the Agreement and Holdings will be a publicly held company. The transformation of Holdings from a private company to a public company in the IPO may be considered an event requiring your prior written consent under the Agreement.

We expect that the pricing for the IPO will occur on or about December 5, 2003, and would very much appreciate receiving your consent before that date. To signify your consent to the IPO, please sign the enclosed copy of this letter and return same to the undersigned at the address listed above. By signing this letter, you also acknowledge that the rights and obligations of the parties under the Agreement will otherwise remain unchanged.

Please do not hesitate to contact the undersigned or Janet Steinmayer at (203) 975-5903 with any questions.

Very truly yours,

Service America Concessions Corporation

By: Peterson O'Toole General Manager.  
Name:  
Title:

Van Andel Arena, 130 Fulton West, Grand Rapids, MI 49503  
Phone 616-742-6231 • Fax 616-742-6232  
[www.centerplate.com](http://www.centerplate.com)

**Centerplate****AGREED:**

Convention / Arena Authority

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**RESOLUTION APPROVING AND AUTHORIZING AMENDMENT TO  
GRAND RAPIDS CIVIC AUDITORIUM AND CONVENTION  
ENTERTAINMENT CENTER LEASE AGREEMENT**

Boardmember \_\_\_\_\_, supported by Boardmember \_\_\_\_\_,

moved the adoption of the following resolution:

**WHEREAS**, the City of Grand Rapids (the "City") and the Amway Hotel Corporation ("AHC") entered into a Lease Agreement on January 3, 1980, providing for concession and catering services, including the sale of alcoholic beverages, at the Grand Rapids Civic Auditorium and Convention Entertainment Center (the "Facility") which Lease Agreement was amended on November 24, 1981, and April 15, 1985, and assigned by the City to the Grand Rapids-Kent County Convention/Arena Authority (the "CAA") on July 1, 2000 (collectively, the "Agreement"); and

**WHEREAS**, the various components of the Facility have been or are in the process of being renovated, reconstructed and expanded into a new, larger facility known as DeVos Place; and

**WHEREAS**, the CAA and AHC have determined to further amend the Agreement to

- (a) recognize new economic terms for the provisions of concession and catering services and
- (b) satisfy the requirements of the Michigan Liquor Control Commission for the sale of alcoholic beverages at DeVos Place.

**RESOLVED:**

1. That the Amendment to Grand Rapids Civic Auditorium and Convention Entertainment Center Lease Agreement (the "Amendment") as presented at this meeting is approved and the Chairman of the CAA is authorized and directed to execute the Amendment for

and on behalf of the CAA in the form presented or with such changes as are not materially adverse to the CAA and as shall be approved by the CAA's legal counsel.

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

YEAS: Boardmembers \_\_\_\_\_

NAYS: Boardmembers \_\_\_\_\_

ABSTAIN: Boardmembers \_\_\_\_\_

ABSENT: Boardmembers \_\_\_\_\_

Dated: December 3, 2003

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recording Secretary

### **CERTIFICATION**

I, the undersigned duly qualified and acting Administrative Manager/Recording Secretary of the Grand Rapids-Kent County Convention/Arena Authority (the "CAA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the CAA Board at a regular meeting held on December 3, 2003, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: December 3, 2003

\_\_\_\_\_  
Susan M. Waddell  
Administrative Manager/Recording Secretary



**COMPARISON OF EXISTING FOOD AND BEVERAGE CONTRACT TO  
PROPOSED FOOD AND BEVERAGE CONTRACT WITH AMWAY  
HOTEL CORPORATION**

Provision	Existing	Proposed
Term	- 5-year option ends April 15, 2005	- Extend term additional 5 years to April 15, 2010, with 2 additional 5-year options subject to CAA approval of each option
Rent	<ul style="list-style-type: none"> <li>- 25% of gross concession receipts excluding alcoholic beverages</li> <li>- 9% of gross catering receipts in Welsh Auditorium</li> <li>- 10% of gross catering receipts in Convention Center</li> <li>- 20% of alcoholic beverages sales excluding sales included in price of catered meals</li> </ul>	<ul style="list-style-type: none"> <li>- 25% of gross concession revenues up to \$4,250,000* and 30% above that</li> <li>- 15% of gross catering revenues up to \$4,250,000* and 20% above that</li> </ul>
Capital Improvements	- None during existing 5-year term - \$400,000 prior to that	<ul style="list-style-type: none"> <li>- \$650,000 between September 1, 2003, and April 15, 2010</li> <li>- up to \$12,500 per year if annual combined concession and catering gross revenue is between \$4,000,000* and \$4,250,000*</li> </ul>

\*adjusted annually by increase in CPI

**AMENDMENT TO GRAND RAPIDS CIVIC AUDITORIUM  
AND CONVENTION ENTERTAINMENT CENTER LEASE AGREEMENT**

Reference is made to a Lease Agreement entered into on January 3, 1980, by and between the CITY OF GRAND RAPIDS, MICHIGAN, a Michigan Municipal Corporation (the "City"), as Landlord, and AMWAY HOTEL CORPORATION, a Michigan Corporation, of 7575 East Fulton Road, Ada, Michigan ("AHC"), as Tenant. The Lease Agreement was amended on November 24, 1981, and again on April 15, 1985. The Lease Agreement and all amendments are collectively referred to herein as the "Lease Agreement." The interest of City, as Landlord in the Lease Agreement, was transferred to the GRAND RAPIDS-KENT COUNTY CONVENTION/ ARENA AUTHORITY (the "CAA") on July 1, 2000.

The CAA and AHC wish to further amend the Lease Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises of the parties hereto, and upon the express terms and conditions hereinafter set forth, it is mutually agreed that the Lease Agreement is amended as follows:

**ARTICLE I**

**PREMISES AND TERM**

The premises are expanded to include not only the premises described in the Lease Agreement, but also the premises described on Exhibit B hereto.

The term of the Lease Agreement presently runs until April 15, 2005. The term of the lease is hereby extended to April 15, 2010 ("Extended Term"). The CAA further grants to AHC the option of extending the Lease Agreement on the same terms for two (2) additional five (5) year terms after the Extended Term, the exercise of which shall be conditioned upon compliance with the terms and conditions of the Lease Agreement. The option terms shall be automatically

exercised unless AHC provides the CAA with written notice of its intent not to exercise an option at least six (6) months prior to the expiration of the Extended Term or the first renewal term if exercised. Tenant's exercise of an option to extend shall be subject to the approval of the CAA.

### ARTICLE III

#### RENT

Beginning April 16, 2005, rent shall be calculated as follows:

1. Twenty-five percent (25%) of the annual Gross Revenues derived from permanent and mobile concession site operations to the extent total annual Gross Revenues from catering and concession operations pursuant to this Lease are Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000) or less, and fifteen percent (15%) of the annual Gross Revenues derived from catering revenues to the extent total annual Gross Revenues from catering and concession operations pursuant to this lease are Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000) or less.
2. Thirty percent (30%) on each dollar of annual Gross Revenues in excess of Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000) derived from permanent and mobile concession site operations to the extent total annual Gross Revenues from catering and concession operations pursuant to this Lease are more than Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000), and twenty percent (20%) on each dollar of annual Gross Revenues in excess of Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000) derived from catering operations to the extent total annual Gross Revenues from catering and

concession operations pursuant to this Lease are more than Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000).

3. The revenue threshold "Break Point" utilized in Paragraphs 1 and 2 above of Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000), and the numbers \$4,000,000 and \$4,250,000 utilized in Article IV, Paragraph 1, below, shall be adjusted in accordance with this paragraph 3. On July 1, 2006, and upon each July 1 thereafter, the Break Point shall be adjusted. All adjustments shall be cumulative and shall be based upon any increase in the Index. "Index" means the Consumer Price Index of the Bureau of Labor Statistics, United States Department of Labor (CPI-U), All Items Index for All Urban Consumers—U.S. City Average (1982-84 = 100), or any replacement therefor. If the Index shall cease to be published, a reasonable substitute index shall replace it for purposes of these adjustments. Except in the case of the July 1, 2006, adjustment, the adjusted Break Point for the year succeeding any adjustment shall be the product found by multiplying the Break Point in effect for the year just ended times a fraction, the numerator of which shall be the index number indicated in the column for "All Items" in the month immediately preceding the adjustment and the denominator of which shall be the index number for the month and year used in the numerator of the previous adjustment. An additional adjustment in accordance with the foregoing formula shall be made on April 1, 2006, based upon increases in the Index between March 2005 and March 2006. Hence, the adjustment made on July 1, 2006, shall reflect increases in the Index not for

twelve (12) months, but only for the three (3) months between March 2006 and June 2006.

4. As used herein, "Gross Revenues" shall mean all amounts received by AHC from the sale of food, non-alcoholic beverages, alcoholic beverages, other item charges, and plating fees. Annual Gross Revenues shall be measured from July 1 to the following June 30 (a "Lease Year"), except that in calendar year 2005 they shall be measured from April 16 to June 30, and the revenue break point shall be reduced proportionately. The amount of all gratuities, and credit card fees paid by AHC in connection with its operation at the premises, and all federal, state, county or municipal sales taxes which are collected from the purchaser and paid to the appropriate taxing authorities by AHC, shall be excluded from the determination of Gross Revenues.

#### ARTICLE IV

##### CAPITAL IMPROVEMENTS

1. Between September 1, 2003, and April 15, 2010, AHC agrees to spend, in the aggregate, Six Hundred Fifty Thousand Dollars (\$650,000) for equipment, and other costs related to the purchase of fixtures and equipment, for its operation at the premises. In addition, if annual Gross Revenues exceed Four Million Dollars (\$4,000,000) in any one Lease Year, AHC will provide additional fixtures and equipment with a value of .05 cents (5¢) for each dollar of annual Gross Revenue realized between Four Million Dollars (\$4,000,000) and Four Million Two Hundred Fifty Thousand Dollars (\$4,250,000) (the "Supplemental Capital Expenditures"). AHC's total additional obligation for Supplemental Capital Expenditures in any one Lease Year will not exceed Twelve Thousand Five Hundred Dollars (\$12,500). Any attached fixtures and

equipment purchased by AHC and installed in the premises will become the property of the CAA after ten (10) years. All other fixtures and equipment will remain the property of AHC, except those acquired via Supplemental Capital Expenditures, which shall become the property of the CAA. For purposes of this Lease Agreement, "fixtures and equipment" is defined as china, silverware, linen, smallwares, hollowware, utensils, table stantions, trays, tray jacks, plate covers, chaffing dishes, glass racks, buffet platters, samovars, and coffee cup racks and other equipment acquired for use in connection with the premises. AHC will promptly remove all non-installed fixtures and equipment upon the termination or non-extension of the Lease Agreement.

2. The cost of all fixtures and equipment, and other costs related to the purchase of that fixtures and equipment (excluding Supplemental Capital Expenditures), shall be deemed amortized over a period of ten (10) years on a "straight line" basis from April 16, 2005. Upon termination or non-renewal of the Lease Agreement, the CAA will promptly pay AHC the unamortized portion of the cost of all fixtures and equipment (excluding those acquired via Supplemental Capital Expenditures).

3. The CAA or its designee shall have the right to approve all fixtures and equipment acquisitions, which approval will not be unreasonably withheld, delayed or conditioned. Approval will be deemed granted if it is not denied within thirty (30) days after a written request for approval has been made. All purchases between September 1, 2003, and the date this Amendment has been executed are deemed approved. AHC shall, upon request, provide the CAA with reasonable proof of its fixtures and equipment acquisitions and Supplemental Capital Expenditures, such as paid invoices or similar documentation.

## ARTICLE VII

## FOOD AND BEVERAGE

1. Articles VII and VIII are amended to allow (unless the CAA or its designee notifies AHC to the contrary in writing with respect to a particular event) AHC to serve beverages in individual plastic containers directly to the consumer in such a manner that an employee of AHC will not retain the container.

2. If (i) any requisite liquor license granted to AHC for the sale of alcoholic beverages at the premises shall be revoked, suspended or not renewed and such revocation, suspension or failure to renew is due to any action or failure to act on the part of AHC, its officers or employees, or (ii) any labor strike against AHC at the premises shall interfere with the proper operation and conduct of operations of AHC at the premises, the CAA shall have the right to suspend the operation and conduct of operations of AHC at the premises, until such liquor license is restored or such labor strike is terminated.

AHC agrees that during the period of any such suspension of the operation and conduct of its operation at the premises it will use its reasonable best efforts to obtain the restoration of such liquor license or to settle such labor strike.

If the CAA shall elect to suspend the conduct of the operations at the premises as provided in this paragraph 2, the provisions of paragraph 3 below shall apply.

3. If the operations of AHC at the premises shall be suspended by the CAA pursuant to paragraph 2 above, AHC may substitute a competent caterer or concessionaire of its choice, acceptable to the CAA (which acceptance shall not be unreasonably withheld, delayed or conditioned), for any event, provided that such substitute agrees to comply with the terms of this Agreement. If AHC does not provide such a substitute, the CAA shall have the right to operate or designate another party ("Designee") to conduct the catering and concession operations at the

premises for such event and to use and occupy all areas used and occupied by AHC in the premises under the Lease Agreement and to use the furniture, fixtures and equipment therein during such event, provided that the CAA, prior to such use by it or the Designee, shall execute and deliver to AHC an agreement:

(i) to indemnify and hold AHC and its officers and employees harmless from any damage or loss to the premises and equipment, furniture and fixtures so used or occupied and all liquor liability; and

(ii) to reimburse AHC for any charges and other liabilities which AHC may be obligated to pay or assume under this Agreement or otherwise during the period or as a result, directly or indirectly, of such use or occupancy.

#### ARTICLE VIII

The defined terms used herein have meanings ascribed to them in the Lease Agreement. Except as modified herein, all other terms of the Lease Agreement are hereby ratified and remain in full force and effect.

#### ARTICLE IX

##### MISCELLANEOUS CHANGES OR ADDITIONAL PROVISIONS

1. AHC shall provide routine janitorial services to its fixed concession sites within the premises.

2. The CAA shall have the right to terminate this Agreement in the event of AHC's bankruptcy.

3. Upon termination or non-extension of the Lease Agreement, AHC will not impede transfer of its liquor license to a subsequent concessionaire. AHC will, however, be reimbursed for all out-of-pocket costs it incurs in connection with any such transfer and for any



liquor licensing or renewal fees paid by AHC prior to the transfer of the license that serve to extend the liquor license beyond the date of the termination of the Lease Agreement.

4. The words "novelty, souvenir and program services" are deleted from Article II, paragraph A of the Lease Agreement.

5. The following parties are added as indemnities to the January 3, 1980, hold harmless agreement, attached to the Lease: County of Kent; the CAA; the Joint City/County Building Authority; and "SMG."

6. The parties shall communicate regularly as necessary concerning service levels and agree to review AHC's operations at the premises on an annual basis for the purpose of discussing service levels.

7. AHC may not assign its interest in the Lease Agreement except to a person or entity (i) controlling, controlled by, or under common control with it or (ii) (a) who is qualified to provide the services required under the Lease Agreement and (b) has been approved by the CAA, which approval will not be unreasonably withheld, delayed or conditioned.

IN WITNESS WHEREOF, the undersigned have caused their authorized signatures to be affixed hereto as of this \_\_\_\_ day of \_\_\_\_\_, 2003.

WITNESS:

GRAND RAPIDS-KENT COUNTY  
CONVENTION /ARENA AUTHORITY

By \_\_\_\_\_

John H. Logie

Its Chairman

AMWAY HOTEL CORPORATION

By \_\_\_\_\_

Its \_\_\_\_\_

936981.5

DATE	EVENT	EC	ROOM	TIME	FUNCTION
Tue, Nov 25	Available				
Wed, Nov 26	Select Bank Classic	MS	Arena	11:30 AM 1:00 PM 2:00 PM 3:00 PM 4:00 PM	Select Bank Pick-up game Shoot-a-round #1 Shoot-a-round #2 Shoot-a-round #3 Shoot-a-round #4
Thur, Nov 27	<b>Closed – Thanksgiving</b>				
Fri, Nov 28	Select Bank Classic	MS	Arena	11:00 AM 12:00 PM 2:00 PM 4:15 PM	Doors Cornerstone vs Calvin B-ball game Hope vs GVSU B-ball game Quick change to Griffins
	Griffins vs Chicago	TJ	Arena	6:30 PM 7:30P-10P 10P-10:30P	Doors Hockey game Post-game skate
Sat, Nov 29	Select Bank Classic	MS	Arena	5:00 PM 6:00 PM 8:00 PM 10:00 PM	Doors Consolation game Championship game Awards ceremony
Sun, Nov 30	Available				
Mon, Dec 1	Available				
Tue, Dec 2	Available				
Wed, Dec 3	Available				
Thur, Dec 4	Chris Machuta	MW	Banquet C	10:00 AM 11A-12:30P	Set-up Tour
Fri, Dec 5	Griffins vs Milwaukee	TJ	Arena	6:30 PM 7:30P-10P	Doors Hockey game
	First American Title	MW	Banquet B/C	2:00 PM 6:30P-8P	Set-up Banquet
Sat, Dec 6	Grand Valley State University	MS	Arena	10:00 AM	Commencement ceremony
	Griffins vs St. John's	TJ	Arena	6:30 PM 7:30P-10P	Doors Hockey game
	Plummers Septic Tank	MW	Banquet C	3:30 PM 6:30P-8P	Set-up Holiday party
	Kloth's	MW	Banquet D	2:30 PM 6:30P-8P	Set-up Birthday party
Sun, Dec 7	Available				
Mon, Dec 8	Available				
Tue, Dec 9	Available				
Wed, Dec 10	Available				
Thur, Dec 11	SMG	MW	Banquet B	10:00 AM 1P-3P	Set-up Suite Administration Luncheon
Fri, Dec 12	Griffins vs Houston	AH	Arena	10:00A-12:30P 6:00 PM 7P-9:30P 9:30P-10P	Teams practice Doors Hockey game Post-game skate
Sat, Dec 13	Gordon Food Service	MS	Arena	8A-5P	Conference
Sun, Dec 14	Available				
Mon, Dec 15	Available				
Tue, Dec 16	Available				
Wed, Dec 17	Griffins vs San Antonio	AH	Arena	10:00A-12:30P 6:00 PM 7P-9:30P	Teams practice Doors Hockey game
Thur, Dec 18	Available				
Fri, Dec 19	TSO	MS	Arena	7:30 PM	Performance
Sat, Dec 20	Available				
Sun, Dec 21	Available				

# DE VOS PLACE WEEKLY – YEAR 2003

DATE	EVENT	ROOM	TIME	FUNCTION	EC	OPERATIONS/CONSTRUCTION
TUES. NOV 25	THE FULL MONTY	DV/	8A-5P 7:30P-10:20P	MOVE IN PERFORMANCE	AK	
	WOODWORKERS TRADESHOW	DP DOCKS/	8:30A-4:30P	POTENTIAL FREIGHT DELIVERY	ST	
WED. NOV 26	THE FULL MONTY	DV/	7:30P-10:20P	PERFORMANCE	AK	
	MEL TROTTER MINISTRIES BANQUET	GH/	8A-5P	MOVE In	MF	
	WOODWORKERS TRADESHOW	DP DOCKS/	8:30A-4:30P	POTENTIAL FREIGHT DELIVERY	ST	
	AGPH CONCESSION TEST	EHA-C/	8A-1P 1P-3P 3P-5P	STAFF ARRIVES SERVE 200 PEOPLE CLEAN UP	ST	
THURS. NOV 27	THE FULL MONTY	DV/	7:30P-10:20P	PERFORMANCE	AK	
	MEL TROTTER MINISTRIES BANQUET	GH/	7A 8:30A-10A 10:30A 11:30A-1:30P 1:30P-4P	STAFF ARRIVES SOUND CHECK DOORS BANQUET MOVE OUT	MF	
	WOODWORKERS TRADESHOW	DP DOCKS/	DARK DAY	DARK DAY	ST	
FRI. NOV 28	THE FULL MONTY	DV/	8P-10:50P	PERFORMANCE	AK	
	WOODWORKERS TRADESHOW	DP DOCKS/ A, B, C/	8:30A-4:30P 7A-4P	POTENTIAL FREIGHT DELIVERY UTILITIES SET UP EARLY VENDOR MOVE IN	ST	
SAT. NOV 29	WOODWORKERS TRADESHOW	A,B,C/	7A-10P	AC MOVE IN & UTILITIES SET UP EARLY VENDOR MOVE IN	ST	
	THE FULL MONTY	DV/	2P-4:50P 8P-10:50P	PERFORMANCE	AK	
	AGPH CONCESSION TEST	EHA-C/	8A-1P 1P-3P 3P-5P	STAFF ARRIVES SERVE 200 PEOPLE CLEAN UP	ST	
SUN. NOV 30	WOODWORKERS TRADESHOW	A,B,C/	7A-10P	AC MOVE IN & UTILITIES SET UP EARLY VENDOR MOVE IN	ST	
	THE FULL MONTY	DV/	1P-3:50P 6:30P-9:20P 9:30P-2:30A	PERFORMANCE PERFORMANCE MOVE OUT	AK	
MON. DEC 1	WOODWORKERS TRADESHOW	EH A-C/	7A-3P 8A-5P	TRUCK CHECK IN VENDOR MOVE IN	ST	
TUES. DEC 2	WOODWORKERS TRADESHOW	EH A-C/	7A-3P 8A-5P	TRUCK CHECK IN VENDOR MOVE IN	ST	
WED. DEC 3	WOODWORKERS TRADESHOW	EH A-C/	7A-3P 8A-5P	TRUCK CHECK-IN VENDOR MOVE IN	ST	
	GRSO – POPS III	DV/	8A-1P 7P-10P	MOVE IN REHEARSAL	AK	
	PRIVATE FUNCTION	GG/	11A-5P 5P-8P 8P-NOON	MOVE IN EVENT MOVE OUT	ST	
THURS. DEC 4	WOODWORKERS TRADESHOW	EHA-C,GA-F,OA-H/	7A	EXHIBITORS ALLOWED IN SHOW	ST	
	GRSO – POPS III	DV/	9A-5P 7:30P-10P	PERFORMANCE	AK	
FRI. DEC 5	WOODWORKERS TRADESHOW	EHA-C,GA-F,OA-H/	8A-2P	OUTBOUND FREIGHT	ST	

DE VOS PLACE WEEKLY – YEAR 2003

DATE	EVENT	ROOM	TIME	FUNCTION	EC	OPERATIONS/CONSTRUCTION
			8A 9A-4P 4P-8P 8P	CHECK-IN EXHIBITORS ALLOWED IN SHOW MOVE OUT CRATES RETURNED		
	GRSO – POPS III	DV/	8P-10:30P	PERFORMANCE	AK	
SAT. DEC 6	WOODWORKERS TRADESHOW	EH A-C/	9A-5P	MOVE OUT	ST	
	GRSO – POPS III	DV/	3P-5:30P 8P-10:30P	PERFORMANCE PERFORMANCE	AK	
	MESSIAH	DV/	8A-9A 9:30A-NOON NOON-2P	MOVE IN REHEARSAL CHANGE OVER	AK	
SUN. DEC 7	WOODWORKERS TRADESHOW	EH B-C/	9A-5P	MOVE OUT	ST	
	GREAT LAKES FRUIT, VEGETABLE, AND FARM MARKET	EHA/	8A-5P	MOVE IN	MK	
	GRSO – POPS III	DV/	3P-5:30P 5:30P-7P	PERFORMANCE CHANGE OVER	AK	
	MESSIAH	DV/	8P-10:30P 10:30P-1:30A	PERFORMANCE MOVE OUT	AK	
MON. DEC 8	WOODWORKERS TRADESHOW	EHC/	9A-2P	MOVE OUT	ST	
	GREAT LAKES FRUIT, VEGETABLE, AND FARM MARKET	EH A-B/	3P-9P??	MOVE IN	MF	
	GRAND GALLERY CHRISTMAS TREE	GG	2P 2P-6P 6P-10P	DELIVERY MOVE IN DECORATING	ST	
	NUTCRACKER – BALLET	DV/	8A-6P 7P – 11P	MOVE IN REHEARSAL	AK	
TUES. DEC 9	GREAT LAKES FRUIT, VEGETABLE, AND FARM MARKET	EHA-B,GA-F,OA-H/	8A-5:30P	SHOW	MF	
	NUTCRACKER – BALLET	DV/	8A-6P 7P – 11P	MOVE IN REHEARSAL	AK	
WED. DEC 10	GREAT LAKES FRUIT, VEGETABLE, AND FARM MARKET	EHA-B,GA-F,OA-H/	8A-5:30P	SHOW	MF	
	NUTCRACKER – BALLET	DV/	8A-6P 7P – 11P	MOVE IN REHEARSAL	AK	
THURS. DEC 11	GREAT LAKES FRUIT, VEGETABLE, AND FARM MARKET	EHA-B,GA-F,OA-H/	8A-1P 1P-8P	SHOW MOVE OUT	MF	
	GORDON FOOD SERVICE ANNUAL MEETING	EHC/	8A-6P	MOVE IN	MF	
	NUTCRACKER – BALLET	DV/	8A-6P 7P-11P	WORK CALL REHEARSAL	AK	
FRI. DEC 12	GREAT LAKES FRUIT, VEGETABLE, AND FARM MARKET	EHA-B/	8A-NOON	MOVE OUT	MF	
	NUTCRACKER – BALLET	DV/	4:30P-6:30P 7:30P-10:30P	CLASS ON STAGE PERFORMANCE	AK	
	BLODGETT/BUTTERWORTH HEALTH CARE FOUNDATION	EHA-C/	6:30A-7:30A 7:30A 8A-NOON NOON-1P 1P-3P 3P-4P 3P-4P	MOVE IN BREAKFAST WORK SESSION LUNCH PRESENTATIONS TOUR OF BLDG MOVE OUT	JE	

# DE VOS PLACE WEEKLY – YEAR 2003

DATE	EVENT	ROOM	TIME	FUNCTION	EC	OPERATIONS/CONSTRUCTION
	GORDON FOOD SERVICE ANNUAL MEETING	EHC/ EHA-B/ GA-F/ OA-H/ GG/	8A-10P NOON-10P NOON-9P 3P-? 8A-?	MOVE IN MOVE IN MOVE IN MOVE IN MOVE IN	JE	
SAT. DEC 13	GORDON FOOD SERVICE ANNUAL MEETING	GA-F/  OA-F/ GG/ EHA-C/	8A-2P 3:15P-6P 6P-7P 7P-11P 6P-11P 3P-11P 8A-6P 6P-11P 11P-1A	MOVE IN/ REHEARS MEETING RESET FOR ENT. ENTERTAINMENT ENTERTAINMENT OPEN MOVE IN SHOW/MEAL MOVE OUT	JE	
	NUTCRACKER – BALLET	DV/	11A-12:30P 2P-5P 7:30P-10:30P	CLASS ON STAGE PERFORMANCE PERFORMANCE MOVE OUT	AK	
SUN. DEC 14	GORDON FOOD SERVICE ANNUAL MEETING NUTCRACKER – BALLET	OA-H/ EH A-C/ DV/	8A-? 8A-NOON 11A-12:30P 2P-5P	CLASS ON STAGE PERFORMANCE PERFORMANCE	JE AK	
MON. DEC 15	GORDON FOOD SERVICE ANNUAL MEETING NUTCRACKER – BALLET	GA-C,GA-F/ DV/	???	MOVE OUT	JE	
TUES. DEC 16	NUTCRACKER – BALLET	DV/	DARK	DARK	AK	
WED. DEC 17	NUTCRACKER – BALLET	DV/	DARK	DARK	AK	
	GRAND OPENING	DV/	7P-11P	REHEARSAL	AK	
	BOMA	EH A-C GA-B/	8A-6P 9A 11:30A NOON 12:30P 1P 2P-3P	ART CRAFT SET-UP CLIENT MOVE IN MEMBERS ARRIVE LUNCH PRESENTATION FACILITY TOUR MOVE OUT	ST JE	
THURS. DEC 18	NUTCRACKER – BALLET	DV/	4:30P-6:30P 7:30P-10:30P 8A-8P	CLASS ON STAGE PERFORMANCE PERFORMANCE VENDOR MOVE IN	AK ST	
	GRAND OPENING	GG/		MOVE IN SHOW MOVE OUT	MF	
FRI. DEC 19	NUTCRACKER – BALLET	DV/	4:30P-6:30P 7:30P-10:30P	CLASS ON STAGE PERFORMANCE PERFORMANCE	AK	
	GRAND OPENING	MTG. ROOMS, GG, EH A-C/	8A-8P	MOVE IN	ST	
SAT. DEC 20	NUTCRACKER – BALLET	DV/	11A-12:30P 2P-5P 7:30P-10:30P	CLASS ON STAGE PERFORMANCE PERFORMANCE	AK	
	GRAND OPENING	EH A-C/ MTG. ROOMS, GG, EH A-C/	6A-8A 8A 9:30A 10A 10A-6P 6P-10P	MOVE IN VENDORS ARRIVE DOORS UNLOCKED RIBBON CUTTING EVENT MOVE OUT	ST	

ARENA		DEC 2003	
		11 - MON	
		12 - TUE	
		13 - WED	
		14 - THU	
		15 - FRI	SPORTS CD (3:00PM)
		16 - SAT	IN-HOUSE CC (1:00PM)
		17 - SUN	SPORTS CD
		18 - MON	
		19 - TUE	
		20 - WED	
		21 - THU	
		22 - FRI	SPORTS CD (3:00PM)
		23 - SAT	
		24 - SUN	
		25 - MON	
		26 - TUE	
		27 - WED	
		28 - THU	
		29 - FRI	CONCERT CC
		30 - SAT	
		31 - SUN	
		1 - MON	CONCERT CC
		2 - TUE	
		3 - WED	
		4 - THU	
		5 - FRI	SPORTS CD (3:00PM)
		6 - SAT	CONCERT CC
		7 - SUN	CONCERT CC
		8 - MON	
		9 - TUE	
		10 - WED	
		11 - THU	
		12 - FRI	SPORTS CD (3:00PM)
		13 - SAT	
		14 - SUN	
		15 - MON	
		16 - TUE	
		17 - WED	SPORTS CD
		18 - THU	
		19 - FRI	CONCERT CC
		20 - SAT	
		21 - SUN	
		22 - MON	CONCERT CC
		23 - TUE	
		24 - WED	
		25 - THU	
		26 - FRI	SPORTS CD (3:00PM)
		27 - SAT	
		28 - SUN	
		29 - MON	
		30 - TUE	
		31 - WED	
		1 - THU	
		2 - FRI	SPORTS CD (3:00PM)
		3 - SAT	
		4 - SUN	
		5 - MON	
		6 - TUE	
		7 - WED	
		8 - THU	
		9 - FRI	SPORTS CD (3:00PM)
		10 - SAT	
		11 - SUN	
		12 - MON	
		13 - TUE	
		14 - WED	
		15 - THU	
		16 - FRI	SPORTS CD (3:00PM)
		17 - SAT	
		18 - SUN	
		19 - MON	
		20 - TUE	
		21 - WED	
		22 - THU	

GRAND RAPIDS COMPLEX