



# Agenda

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## Board of Directors

**Friday, June 1, 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 May 4, 2012                                 | Action            |
| 3. | Committee Reports                                      |                   |
|    | A. Operations Committee                                |                   |
|    | B. Finance Committee                                   |                   |
|    | i. Acceptance of CAA Financial Statements              | Action            |
|    | ii. Acceptance of SMG Financial Statements             | Action            |
|    | iii. FY 2013 Budgets                                   | Action            |
|    | a. Consolidated CAA Operating/Capital Budgets          |                   |
|    | b. DeVos Place® and Van Andel Arena® Operating Budgets |                   |
| 4. | DeVos Place® Rate Sheets                               | Action            |
| 5. | SMG Report and Facilities Calendars                    | Information       |
| 6. | Public Comment   |                   |
| 7. | Adjournment  |                   |

**Next Meeting Date: Friday, August 3 2012,  
Following the CAA Operations Meeting**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS MEETING  
Friday, May 4, 2012**

1. Call to Order

Steve Heacock, Chairperson, called the meeting to order at 8:20 a.m. Secretary/Treasurer Birgit Klohs recorded the meeting minutes. Chair Heacock removed the SMG Report from the agenda.

Attendance

Members Present: Steve Heacock, Chair  
Lew Chamberlin  
George Heartwell  
Birgit Klohs  
Charlie Secchia  
Joe Tomaselli  
Floyd Wilson, Jr.

Members Absent: None

Staff/Others:	Kathy Bart	SMG
	David Czurak	Grand Rapids Business Journal
	Brian Dykema	Interested Citizen
	Scott Gorsline	DP Fox
	Tim Gortsema	Grand Rapids Griffins
	Jim Harger	MLive
	George Helmstead	Experience Grand Rapids
	Lynne Ike	SMG
	John Kendall	DK Security
	Kathryn Kendall, Ph.D.	DK Security
	Chris Machuta	SMG
	Greg Sundstrom	City of Grand Rapids
	Eddie Tadlock	SMG
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Jim Watt	SMG
	Robert White	CAA

2. Welcome New Board Member

Chair Heacock officially welcomed Charlie Secchia to the CAA Board. Governor Snyder appointed Charlie in February to replace Gary McInerney. Charlie's business acumen will add to the quality of the CAA's discussions on issues that come before it.

3. Presentation by DK Security

John Kendall stated that DK Security was founded in 1994 by himself, a retired U.S. Marshal and Robert C. DuHadway, a retired FBI supervisory agent. DK Security found its niche in the private security and investigative industry. Since its inception, DK has grown to over \$13

million in gross revenue, offers a variety of services, and employs over 1,100 employees. DK Security is licensed to provide investigative and security services in the states of Michigan, Ohio, and Arizona. DK Security has been hired to protect Michigan's National Guard bases and facilities. DK Security was a winner of the 2012 "101 Best and Brightest Companies to Work For." DK Security has been a partner with SMG since the opening of the Van Andel Arena® in 1996. In addition to providing security and event management services, DK helps SMG with employee background screening and undercover investigative services.

Dr. Kathryn Kendall started her career in entertainment event security at the age of 22, working as a security guard at the Van Andel Arena®. Dr. Kendall holds a Ph.D. in Psychology and specializes in forensic and clinical psychology, high-risk terminations, threat assessment, and psychological pre-employment screening. DK has adopted SMG's GIFT program, which is now a requirement for DK employment: Greet all customers, Information for patrons, Friendly environment, Thank you is extended to each patron, Security to make venue, patrons, shows and acts safe.

In answer to a question from Chair Heacock regarding concealed weapons, Mr. Kendall stated that DK Security is vehemently opposed to allowing firearms in the venues by patrons. Mixing guns and alcohol consumption at a crowded concert would be a recipe for disaster. Mr. MacKeigan stated that he is researching the issue and will bring it back to the CAA Board for formal action.

Chair Heacock extended his appreciation to John Kendall and Dr. Kathryn Kendall for the great partnership that has evolved through the years.

4. Minutes of Prior Meeting

*Motion by Mr. Chamberlin, support by Mr. Tomaselli, to approve the March 2, 2012, Minutes, as presented. Motion carried.*

5. Committee Reports

a. Operations Committee

Mr. Chamberlin stated that there have been no new developments since the Committee last met. Mr. Chamberlin asked staff to forward the budget materials to the Operations Committee for review and comment.

Mr. Helmstead provided an overview of the CVB's recent sales activities, marketing efforts, and major bid presentations.

b. Finance Committee.

i. March 2012 Financial Statements

*Motion: Mr. Tomaselli, supported by Mr. Chamberlin, moved to accept the CAA Financial Statements for the period ended March 31, 2012, and the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended March 31, 2012. The motion carried unanimously.*

ii. Preliminary Review of FY 2013 Budgets

The budgets were reviewed thoroughly at the CAA Finance Committee meeting held prior to this Board meeting. Chair Heacock instructed CAA members to forward their questions and comments to Bob White and Rich MacKeigan.

iii. History/Projection of Net Operating Income

This item was covered in the CAA Finance Committee meeting held prior to this Board meeting.

6. Preliminary Review of 2013-2017 DeVos Place® Rate Sheets

This item was reviewed at the CAA Finance Committee meeting. Mr. MacKeigan stated that Kathy Bart, Director of Sales, has data regarding the dollar and percentage increases.

7. CAA Board Member Comments

Chair Heacock extended condolences to Lew Chamberlin, whose Mother passed away earlier this week. Attorney Richard Wendt is working on clean-up amendments to the enabling legislation.

8. Public Comment

None.

9. Next Meeting Date

The date for next CAA Board meeting is Friday, June, 1, 2012, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Finance and Operations Committee meetings.

10. Adjournment

The meeting adjourned at 9:25 a.m.

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Birgit M. Klohs, Recording Secretary



## **Memorandum**

**To:** CAA Finance Committee

**From:** Robert J. White

**Subject:** April 2012 Financial Statements

**Date:** May 21, 2012

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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 April 30 for Fiscal Years 2011 and 2012. 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 \$.3 million from June 30, 2011. This is generally in line with the budget forecast.
- Fund balance increased by \$1.1 million from the April 30, 2011 level. This increase is attributed primarily to capital additions of equipment. The working capital position increased by \$.3 million.

### **April Administrative Revenue/Expense:**

- **Parking Management.** Current-year expenses include \$64,380 for sealing/stripping of the DeVos Place® parking facility and lighting replacements. Even after discounting for this activity, recurring operational (City Auto Parking) expenses are running 69% over prior year experience. Billings for December through March will be reviewed.

- 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. At current trends, a revised full-year forecast would approximate \$120,000, resulting in a budget shortfall of \$86,000.
- 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 are budgeted at a 12.6% annual increase. For the first ten months of the fiscal year, actual operating expenses are running at an 11.8% increase over prior year.

**Consolidated Income Statement (ten months):**

- The Van Andel Arena® budget forecast a current year "Net Proceeds" increase of +25.3%. Through the first ten months of the current fiscal year, "Net Proceeds" are running 5.7% ahead of prior-year performance.
- The DeVos Place® budget forecast a current year "Net Proceeds" decrease of (236.7%). Through the first ten months of the current fiscal year, "Net Proceeds" are running 7.7% ahead of prior-year performance.
- Total operating "Net Proceeds" are down slightly by (\$107,025) 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. These reports continue to be updated on a monthly basis.

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

		<u>2011</u>	<u>2012</u>
	<b><u>Assets</u></b>		
Cash	- Operating	\$ 778,896	\$ 75,882
Investments	- Kent County	20,317,271	21,176,825
Capital Assets (Net)		<u>788,841</u>	<u>1,611,130</u>
Total Assets		<u><u>\$ 21,885,008</u></u>	<u><u>\$ 22,863,837</u></u>

	<b><u>Liabilities &amp; Fund Balance</u></b>		
Accounts Payable		\$ 173,795	\$ 39,822
Fund Balance		<u>21,711,213</u>	<u>22,824,015</u>
Total Liabilities & Fund Balance		<u><u>\$ 21,885,008</u></u>	<u><u>\$ 22,863,837</u></u>

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

	Annual			Year-To-Date		
	FY 2011 Final	FY 2012 Budget	Percentage Change	FY 2011 7/1 - 4/30	FY 2012 7/1 - 4/30	Percentage Change
<b>Revenues:</b>						
Transfers from SMG	\$ 2,652,127	\$ 2,645,318	(0.2)	\$ 2,750,000	\$ 2,200,000	(20.0)
Parking	956,690	1,090,000	13.9	741,042	903,032	21.9
Interest	200,030	206,000	3.0	157,227	105,487	(32.9)
Miscellaneous	30,981	30,000	(3.2)	30,168	31,239	3.6
<b>Total Revenues</b>	<b>3,839,828</b>	<b>3,971,318</b>	<b>3.4</b>	<b>3,678,437</b>	<b>3,239,758</b>	<b>(11.9)</b>
<b>Expenditures:</b>						
Operations						
- Utilities	2,284,002	2,349,600	2.9	1,816,212	1,849,777	1.8
- Parking Management	190,802	263,579	38.1	95,639	225,825	136.1
- Pedestrian Safety	104,015	108,000	3.8	86,504	71,900	(16.9)
- Marketing - CVB/Sports	100,000	100,000	-	75,000	100,000	33.3
- DID Assessment	55,103	58,721	6.6	55,103	38,398	(30.3)
- Landscaping	17,895	30,000	67.6	14,270	16,367	14.7
- Food & Beverage Repairs	7,500	40,000	433.3	7,500	-	(100.0)
Administration						
- Wages/Benefits	144,169	116,724	(19.0)	103,494	80,991	(21.7)
- Consulting Services <sup>(2)</sup>	-	134,163	100+	-	135,408	100+
- Professional Services	77,697	71,000	(8.6)	57,154	41,515	(27.4)
- Diversity Initiative	35,828	90,000	151.2	25,344	61,696	143.4
- Procurement of Art	9,100	30,000	229.7	-	9,479	100+
- Insurance	23,561	24,000	1.9	23,561	27,502	16.7
- Supplies/Other	36,386	60,000	85.5	32,806	16,037	(51.1)
<b>Operating Expenditures</b>	<b>3,086,058</b>	<b>3,475,787</b>	<b>12.6</b>	<b>2,392,587</b>	<b>2,674,895</b>	<b>11.8</b>
Capital R/R/A <sup>(1)</sup>						
	3,416,302	926,000	(72.9)	3,265,886	425,988	(87.0)
<b>Total Expenditures</b>	<b>6,502,360</b>	<b>4,401,787</b>		<b>5,658,473</b>	<b>3,100,884</b>	
<b>Excess (Deficiency) of Revenues</b>	<b>(2,662,532)</b>	<b>(430,469)</b>	<b>83.8</b>	<b>\$ (1,980,036)</b>	<b>\$ 138,875</b>	<b>107.0</b>
<b>Over Expenditures</b>						
Balance, beginning of period	24,728,394	22,065,862				
<b>Balance, end of period</b>	<b>\$ 22,065,862</b>	<b>\$ 21,635,393</b>				

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, and \$26,663 for an SMG administrative contract



**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**Nine-Month Financial Trends for Period Ended April 30, 2012**

	Annual			Year-To-Date		
	FY 2011 Actual	FY 2012 Budget	Percentage Change	FY 2011 7/1 - 4/30	FY 2012 7/1 - 4/30	Percentage Change
<b>Van Andel Arena</b>						
Operating - Revenues	\$ 4,633,187	\$4,996,443	7.8	\$3,933,231	\$3,920,707	(0.3)
- Expenses - Facilities	(3,629,810)	(3,762,722)	3.7	(2,955,636)	(2,906,900)	1.6
- Base Management Fees	(160,417)	(162,500)	1.3	(134,681)	(135,590)	(0.7)
Net Operating Income (Loss)	842,960	1,071,221	27.4	842,914	878,217	4.2
Parking	152,655	160,000	4.8	128,487	132,370	3.0
Pedestrian Safety	(70,979)	(73,000)	2.8	(57,890)	(45,023)	(22.2)
Net Proceeds (Cost) of VAA	924,636	1,158,221	25.3	913,511	965,564	5.7
<b>DeVos Place Convention Center</b>						
Operating - Revenues	4,881,357	4,639,681	(5.0)	4,159,008	4,331,122	4.1
- Expenses - Facilities	(5,195,775)	(5,252,685)	1.1	(4,193,060)	(4,368,343)	(4.2)
- Base Management Fees	(160,417)	(162,500)	1.3	(133,681)	(135,417)	(1.3)
Net Operating Loss	(474,835)	(775,504)	(63.3)	(167,733)	(172,638)	(2.9)
Parking	613,233	666,421	16.8	516,916	544,837	5.4
Pedestrian Safety	(33,036)	(35,000)	6.0	(28,614)	(26,877)	(6.1)
Net Proceeds (Cost) of DVP	105,362	(144,083)	(236.7)	320,569	345,322	7.7
<b>Other</b>						
Revenues						
Interest	200,030	206,000		157,227	105,487	
Miscellaneous	30,981	30,000		30,168	31,239	
	231,011	236,000	2.2	187,395	136,726	(27.0)
Expenses						
Administration	(481,844)	(684,608)		(372,462)	(511,027)	
Other Operating	(25,395)	(70,000)		(21,770)	(16,367)	
	(507,239)	(754,608)	48.8	(394,232)	(527,394)	33.8
	(276,228)	(518,608)	87.7	(206,837)	(390,668)	88.9
Net Other	753,770	495,530		1,027,243	920,218	
Total Net Proceeds/Operating						
Capital Expenditures	(3,416,302)	(926,000)		(3,265,886)	(425,988)	
Results Net of Capital Expenditures	\$ (2,662,532)	\$ (430,470)		\$ (2,238,643)	\$ 494,230	



# DEVOS PLACE

## DE VOS PLACE

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

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Bob McClintock  
Lewis Dawley  
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, 2012

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	454	43	497	477	20
ATTENDANCE	474,127	60,335	534,462	513,000	21,462
DIRECT EVENT REVENUE	2,331,674	379,145	2,710,819	2,531,170	179,649
ANCILLARY REVENUE	1,793,763	225,483	2,019,246	1,890,266	128,980
TOTAL EVENT REVENUE	4,125,437	604,628	4,730,065	4,421,436	308,629
TOTAL OTHER REVENUE	205,685	15,782	221,467	218,245	3,222
TOTAL OPERATING REVENUE	4,331,122	620,410	4,951,532	4,639,681	311,851
INDIRECT EXPENSES					
EXECUTIVE	130,764	48,646	179,410	176,104	(3,306)
FINANCE	194,653	31,257	225,910	230,513	4,603
MARKETING	92,868	8,112	100,980	104,162	3,182
OPERATIONS	1,198,559	249,655	1,448,214	1,440,134	(8,080)
EVENT SERVICES	764,475	173,643	938,118	966,856	28,738
BOX OFFICE	75,933	12,162	88,095	79,211	(8,884)
SALES	305,607	60,224	365,831	362,659	(3,172)
OVERHEAD	1,740,901	299,558	2,040,459	2,055,546	15,087
TOTAL OPERATING EXP.	4,503,760	883,257	5,387,017	5,415,184	28,168
NET REVENUE ABOVE EXPENSES	(172,638)	(262,847)	(435,485)	(775,503)	340,019
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(172,638)	(262,847)	(435,485)	(775,503)	340,019

Comments:

April performed consistent with both forecast and budget overall. Due to timing of a couple of annuals events, prior year comparison is down, however, should offset next month.

  
General Manager

  
Finance Director

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

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

<b>MONTH</b>	<b>April Actual</b>	<b>April Budget</b>	<b>April FY 2011</b>
Number of Events	24	24	46
Attendance	16,364	16,695	36,278
Direct Event Income	\$89,570	\$86,735	\$198,637
Ancillary Income	108,675	96,894	187,026
Other Income	6,717	12,175	17,615
Indirect Expenses	(457,079)	(451,266)	(422,924)
Net Income	(\$252,117)	(\$255,462)	(\$19,646)

<b>YTD</b>	<b>YTD 2012 Actual</b>	<b>YTD 2012 Budget</b>	<b>YTD 2011 Prior Year</b>
Number of Events	449	454	441
Attendance	513,326	474,127	489,342
Direct Event Income	\$2,331,674	\$2,277,331	\$2,248,794
Ancillary Income	1,793,763	1,664,966	1,742,607
Other Income	205,685	200,236	167,607
Indirect Expenses	(4,503,760)	(4,512,660)	(4,326,741)
Net Income	(\$172,638)	(\$370,127)	(\$167,733)

**EVENT INCOME**

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

**ANCILLARY INCOME**

Ancillary income came in ahead of budget as catering revenue continues to perform very well.

**INDIRECT EXPENSES**

Indirect expenses came in at budgeted levels for the month.

**DeVos Place**  
**Income Statement**  
**For the Ten Months Ending April 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
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$96,250	\$93,790	\$2,460	\$224,233	\$2,423,417	\$2,315,982	\$107,435	\$2,386,125
Service Revenue	94,101	87,825	6,276	140,995	2,105,951	1,739,239	366,712	1,706,324
Service Expenses	(100,781)	(94,880)	(5,901)	(166,591)	(2,197,694)	(1,777,890)	(419,804)	(1,843,655)
<b>Total Direct Event Income</b>	<b>89,570</b>	<b>86,735</b>	<b>2,835</b>	<b>198,637</b>	<b>2,331,674</b>	<b>2,277,331</b>	<b>54,343</b>	<b>2,248,794</b>
<b>Ancillary Income</b>								
F&B Concession	2,775	2,854	(79)	13,636	151,327	121,348	29,979	153,156
F&B Catering	52,553	39,585	12,968	52,612	551,845	495,914	55,931	485,599
Novelty Sales	0	850	(850)	1,161	9,597	14,410	(4,813)	7,910
Booth Cleaning	8,792	6,403	2,389	29,550	226,125	237,751	(11,626)	251,206
Telephone/Long Distance	0	540	(540)	0	113	18,550	(18,437)	225
Electrical Services	13,041	18,315	(5,274)	30,530	379,677	349,455	30,222	375,101
Audio Visual	21,682	16,775	4,907	35,855	267,727	238,895	28,832	265,176
Internet Services	1,667	1,847	(180)	5,484	58,713	40,003	18,710	53,786
Equipment Rental	8,165	9,725	(1,560)	18,198	148,639	148,640	(1)	150,448
<b>Total Ancillary Income</b>	<b>108,675</b>	<b>96,894</b>	<b>11,781</b>	<b>187,026</b>	<b>1,793,763</b>	<b>1,664,966</b>	<b>128,797</b>	<b>1,742,607</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	3,867	7,592	(3,725)	15,583	184,497	154,406	30,091	135,913
<b>Total Other Event Income</b>	<b>3,867</b>	<b>7,592</b>	<b>(3,725)</b>	<b>15,583</b>	<b>184,497</b>	<b>154,406</b>	<b>30,091</b>	<b>135,913</b>
<b>Total Event Income</b>	<b>202,112</b>	<b>191,221</b>	<b>10,891</b>	<b>401,246</b>	<b>4,309,934</b>	<b>4,096,703</b>	<b>213,231</b>	<b>4,127,314</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,130	1,750	(620)	1,399	12,667	17,500	(4,833)	16,066
Other Income	1,720	2,833	(1,113)	633	8,521	28,330	(19,809)	15,628
<b>Total Other Operating Income</b>	<b>2,850</b>	<b>4,583</b>	<b>(1,733)</b>	<b>2,032</b>	<b>21,188</b>	<b>45,830</b>	<b>(24,642)</b>	<b>31,694</b>
<b>Adjusted Gross Income</b>	<b>204,962</b>	<b>195,804</b>	<b>9,158</b>	<b>403,278</b>	<b>4,331,122</b>	<b>4,142,533</b>	<b>188,589</b>	<b>4,159,008</b>
<b>Operating Expenses</b>								
Salaries and Wages	189,075	231,512	(42,437)	207,501	2,420,969	2,315,120	105,849	2,293,678
Payroll Taxes and Benefits	58,066	60,020	(1,954)	60,819	736,003	600,200	135,803	652,947
Labor Allocations to Events	(77,580)	(123,027)	45,447	(112,231)	(1,423,066)	(1,230,270)	(192,796)	(1,275,847)
<b>Net Salaries and Benefits</b>	<b>169,561</b>	<b>168,505</b>	<b>1,056</b>	<b>156,089</b>	<b>1,733,906</b>	<b>1,685,050</b>	<b>48,856</b>	<b>1,670,778</b>
Contracted Services	24,371	23,340	1,031	27,470	250,516	233,400	17,116	247,464
General and Administrative	28,686	28,475	211	25,782	278,427	284,750	(6,323)	279,540
Operations	33,516	9,812	23,704	7,042	106,608	98,120	8,488	76,205
Repair and Maintenance	35,283	41,922	(6,639)	34,949	414,685	419,220	(4,535)	352,773
Operational Supplies	12,250	19,083	(6,833)	20,005	146,964	190,830	(43,866)	152,929
Insurance	11,585	17,192	(5,607)	15,173	176,474	171,920	4,554	158,533
Utilities	128,285	129,450	(1,165)	123,046	1,260,763	1,294,500	(33,737)	1,254,838
SMG Management Fees	13,542	13,487	55	13,368	135,417	134,870	547	133,681
<b>Total Operating Expenses</b>	<b>457,079</b>	<b>451,266</b>	<b>5,813</b>	<b>422,924</b>	<b>4,503,760</b>	<b>4,512,660</b>	<b>(8,900)</b>	<b>4,326,741</b>
<b>Net Income(Loss) From Operations</b>	<b>(252,117)</b>	<b>(255,462)</b>	<b>3,345</b>	<b>(19,646)</b>	<b>(172,638)</b>	<b>(370,127)</b>	<b>197,489</b>	<b>(167,733)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(252,117)</b>	<b>(255,462)</b>	<b>3,345</b>	<b>(19,646)</b>	<b>(172,638)</b>	<b>(370,127)</b>	<b>197,489</b>	<b>(167,733)</b>

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

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	96	100	97,534	111,500	1,358,691	1,433,100
Consumer/Gated Shows	52	52	163,913	145,177	1,022,367	955,781
Devos Performance Hall	124	129	161,315	152,200	970,497	818,784
Banquets	46	42	26,729	27,300	258,661	307,356
Meetings	100	98	34,134	24,000	473,016	329,900
Other	31	31	29,701	13,950	226,702	251,782
GRAND TOTALS	449	452	513,326	474,127	4,309,934	4,096,703

As Percentage of Overall

Convention/Trade Shows	21.38%	22.12%	19.00%	23.52%	31.52%	34.98%
Consumer/Gated Shows	11.58%	11.50%	31.93%	30.62%	23.72%	23.33%
Devos Performance Hall	27.62%	28.54%	31.43%	32.10%	22.52%	19.99%
Ballroom Exclusive	10.24%	9.29%	5.21%	5.76%	6.00%	7.50%
Meetings	22.27%	21.68%	6.65%	5.06%	10.98%	8.05%
Other	6.90%	6.86%	5.79%	2.94%	5.26%	6.15%

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

**ASSETS**

**Current Assets**

Cash	1,058,336
Account Receivable	603,300
Prepaid Expenses	82,190

**Total Current Assets**

**\$1,743,826**

**Total Assets**

**\$1,743,826**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	43,625
Accrued Expenses	394,273
Deferred Income	40,862
Advanced Ticket Sales & Deposits	236,797

**Total Current Liabilities**

**\$715,557**

**Other Liabilities**

**Equity**

Funds Remitted to CAA	(700,000)
Expenses Paid Direct by CAA	1,139,289
Beginning Balance Equity	761,617
Current Year Equity	(172,637)

**Total Equity**

**\$1,028,269**

**Total Liabilities and Equity**

**\$1,743,826**

5



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

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Current - Under 30 Days	
Food & Beverage	55,397
Ticketing	5,012
Merchandise	-
Decorating	8,792
Audio/Visual	22,123
Van Andel Arena	78,244
Operating	234,742
 Over 30 Days	 161,248
 Over 60 Days	 37,742
 Over 90 Days	
 Total Accounts Receivable	 603,300

**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	672,175	(435,485)	236,690	368,125
Benchmark			750,000	700,000
Excess	672,175	(435,485)	(513,310)	(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	4,431,486	4,951,532	9,383,018	9,514,544
Benchmark Revenue	4,850,000	4,250,000	9,100,000	9,100,000
Revenue Excess	(418,514)	701,532	283,018	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 APRIL 30, 2012**

**Distribution:**

**Grand Rapids – Kent County Convention / Arena Authority**

**Robert White**

**Bob McClintock**

**Lewis Dawley**

**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, 2012

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	88	11	99	100	(1)
ATTENDANCE	469,934	55,713	525,647	542,200	(16,553)
DIRECT EVENT INCOME	917,540	74,405	991,945	1,259,448	(267,503)
ANCILLARY INCOME	1,021,730	24,305	1,046,035	1,101,555	(55,520)
TOTAL EVENT INCOME	1,939,270	98,710	2,037,980	2,361,003	(323,023)
TOTAL OTHER INCOME	1,981,437	412,069	2,393,506	2,635,440	(241,934)
TOTAL INCOME	3,920,707	510,779	4,431,486	4,996,443	(564,957)
INDIRECT EXPENSES					
EXECUTIVE	152,100	35,446	187,546	178,704	(8,842)
FINANCE	175,940	49,561	225,501	239,921	14,420
MARKETING	210,538	51,365	261,903	272,230	10,327
OPERATIONS	1,218,809	293,816	1,512,625	1,603,341	90,716
BOX OFFICE	100,660	18,334	118,994	124,564	5,570
LUXURY SEATING	39,560	12,432	51,992	87,276	35,284
SKYWALK ADMIN	15,317	3,833	19,150	23,956	4,806
OVERHEAD	1,129,567	252,033	1,381,600	1,395,230	13,630
TOTAL INDIRECT EXP.	3,042,490	716,820	3,759,311	3,925,222	165,911
NET REVENUE ABOVE EXPENSES	878,217	(206,041)	672,175	1,071,221	(399,046)
LESS INCENTIVE FEE					
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	878,217	(206,041)	672,175	1,071,221	(399,046)

Comments:

April performed ahead of budget and consistent with forecast with a well attended Winter Jam concert and a Nickelback show that performed better than original on-sale suggested it would. Griffins concluded their season by not qualifying for the playoffs, so no additional games to be hosted.

General Manager

Director of Finance

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

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

<b>MONTH</b>	<b>April Actual</b>	<b>April Budget</b>	<b>April FY 2011</b>
Number of Events	9	8	6
Attendance	66,242		50,339
Direct Event Income	\$101,895	\$115,554	\$43,026
Ancillary Income	151,397	78,212	107,961
Other Income	211,932	215,508	203,621
Indirect Expenses	(294,181)	(327,101)	(258,608)
Net Income	<u>\$171,043</u>	<u>\$82,173</u>	<u>\$96,000</u>

<b>YTD</b>	<b>YTD 2012 Actual</b>	<b>YTD 2012 Budget</b>	<b>YTD 2011 Prior Year</b>
Number of Events	89	89	99
Attendance	480,889	499,700	521,853
Direct Event Income	\$917,540	\$1,063,880	\$913,982
Ancillary Income	1,021,730	987,075	1,121,517
Other Income	1,981,437	2,160,229	1,897,732
Indirect Expenses	(3,042,490)	(3,271,010)	(3,090,317)
Net Income	<u>\$878,217</u>	<u>\$940,174</u>	<u>\$842,914</u>

**EVENT INCOME**

Event income fell slightly behind budget due to lower than anticipated sales for Nickelback.

**ANCILLARY INCOME**

Ancillary income came in ahead of budget due to very strong per caps on the Nickelback show and a year end adjustment for Griffins concession commissions.

**INDIRECT EXPENSES**

Indirect expenses were ahead of budget and consistent with forecast.

**Van Andel Arena  
Income Statement  
For the Ten Months Ending April 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
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$103,669	\$122,574	(18,905)	\$123,632	\$1,311,985	\$1,458,592	(146,607)	\$1,489,417
Service Revenue	245,033	158,722	86,311	190,537	1,175,484	1,056,937	118,547	1,473,861
Service Expenses	(246,807)	(165,742)	(81,065)	(271,143)	(1,569,929)	(1,451,649)	(118,280)	(2,049,296)
<b>Total Direct Event Income</b>	<b>101,895</b>	<b>115,554</b>	<b>(13,659)</b>	<b>43,026</b>	<b>917,540</b>	<b>1,063,880</b>	<b>(146,340)</b>	<b>913,982</b>
<b>Ancillary Income</b>								
F&B Concession	119,340	63,744	55,596	90,868	843,414	824,217	19,197	955,123
F&B Catering	5,914	4,922	992	6,430	66,802	56,590	10,212	64,511
Novelty Sales	23,445	7,236	16,209	9,928	81,396	77,008	4,388	73,617
Booth Cleaning	402	0	402	(35)	402	0	402	320
Audio Visual	36	0	36	0	36	0	36	36
Other Ancillary	2,260	2,310	(50)	770	29,680	29,260	420	27,910
<b>Total Ancillary Income</b>	<b>151,397</b>	<b>78,212</b>	<b>73,185</b>	<b>107,961</b>	<b>1,021,730</b>	<b>987,075</b>	<b>34,655</b>	<b>1,121,517</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	35,363	35,174	189	29,268	288,162	336,729	(48,567)	268,780
<b>Total Other Event Income</b>	<b>35,363</b>	<b>35,174</b>	<b>189</b>	<b>29,268</b>	<b>288,162</b>	<b>336,729</b>	<b>(48,567)</b>	<b>268,780</b>
<b>Total Event Income</b>	<b>288,655</b>	<b>228,940</b>	<b>59,715</b>	<b>180,255</b>	<b>2,227,432</b>	<b>2,387,684</b>	<b>(160,252)</b>	<b>2,304,279</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	115,616	121,335	(5,719)	126,822	1,113,616	1,233,510	(119,894)	1,114,982
Advertising	54,000	52,083	1,917	44,000	533,133	520,830	12,303	454,724
Other Income	6,953	6,916	37	3,531	46,526	69,160	(22,634)	59,246
<b>Total Other Operating Income</b>	<b>176,569</b>	<b>180,334</b>	<b>(3,765)</b>	<b>174,353</b>	<b>1,693,275</b>	<b>1,823,500</b>	<b>(130,225)</b>	<b>1,628,952</b>
<b>Adjusted Gross Income</b>	<b>465,224</b>	<b>409,274</b>	<b>55,950</b>	<b>354,608</b>	<b>3,920,707</b>	<b>4,211,184</b>	<b>(290,477)</b>	<b>3,933,231</b>
<b>Operating Expenses</b>								
Salaries and Wages	194,182	160,923	33,259	147,896	1,572,889	1,609,230	(36,341)	1,550,127
Payroll Taxes and Benefits	65,898	45,035	20,863	42,383	448,680	450,350	(1,670)	422,524
Labor Allocations to Events	(130,263)	(72,806)	(57,457)	(77,259)	(747,216)	(728,060)	(19,156)	(686,752)
<b>Net Salaries and Benefits</b>	<b>129,817</b>	<b>133,152</b>	<b>(3,335)</b>	<b>113,020</b>	<b>1,274,353</b>	<b>1,331,520</b>	<b>(57,167)</b>	<b>1,285,899</b>
Contracted Services	15,585	22,140	(6,555)	18,800	185,936	221,400	(35,464)	203,435
General and Administrative	23,622	27,758	(4,136)	15,428	237,713	277,580	(39,867)	277,989
Operations	2,980	4,742	(1,762)	4,117	21,978	47,420	(25,442)	22,954
Repair and Maintenance	14,682	17,599	(2,917)	9,555	170,296	175,990	(5,694)	125,062
Operational Supplies	15,506	17,550	(2,044)	6,254	135,889	175,500	(39,611)	140,144
Insurance	14,450	10,840	3,610	11,033	112,410	108,400	4,010	110,327
Utilities	63,997	79,833	(15,836)	67,033	768,325	798,330	(30,005)	789,826
SMG Management Fees	13,542	13,487	55	13,368	135,590	134,870	720	134,681
<b>Total Operating Expenses</b>	<b>294,181</b>	<b>327,101</b>	<b>(32,920)</b>	<b>258,608</b>	<b>3,042,490</b>	<b>3,271,010</b>	<b>(228,520)</b>	<b>3,090,317</b>
<b>Net Income(Loss) From Operations</b>	<b>171,043</b>	<b>82,173</b>	<b>88,870</b>	<b>96,000</b>	<b>878,217</b>	<b>940,174</b>	<b>(61,957)</b>	<b>842,914</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>171,043</b>	<b>82,173</b>	<b>88,870</b>	<b>96,000</b>	<b>878,217</b>	<b>940,174</b>	<b>(61,957)</b>	<b>842,914</b>

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

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	21	21	56,223	61,500	166,129	215,785
Sporting Event	9	8	42,133	35,000	337,244	199,355
Concert	17	18	128,917	156,000	1,155,531	1,413,656
Team Home Games	38	38	224,519	224,200	502,841	512,544
Other	4	4	29,097	23,000	65,685	46,344
GRAND TOTALS	89	89	480,889	499,700	2,227,432	2,387,684

As Percentage of Overall

Family Show	23.60%	23.60%	11.69%	12.31%	7.46%	9.04%
Sporting Event	10.11%	8.99%	8.76%	7.00%	15.14%	8.35%
Concert	19.10%	20.22%	26.81%	31.22%	51.88%	59.21%
Team Home Games	42.70%	42.70%	46.69%	44.87%	22.57%	21.47%
Other	4.49%	4.49%	6.05%	4.60%	2.95%	1.94%

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

**ASSETS**

**Current Assets**

Cash	3,483,324
Account Receivable	1,266,943
Prepaid Expenses	8,906

<b>Total Current Assets</b>	<b>\$4,759,173</b>	
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**Total Assets**

\$4,759,173

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	135,313
Accrued Expenses	712,606
Deferred Income	2,374,515
Advanced Ticket Sales & Deposits	983,860

Total Current Liabilities	\$4,206,294	
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(1,500,000)
Expenses Paid Direct by CAA	708,165
Beginning Balance Equity	466,498
Current Year Equity	878,216

Total Equity	\$552,879	
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**Total Liabilities and Equity**

\$4,759,173



**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of April 30, 2012**

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Current - Under 30 Days	
Food & Beverage	268,881
Ticketing	96,714
Merchandise	8,949
Permanent Advertising	693,263
DeVos Place	(78,244)
Operating	185,768
Over 30 Days	58,612
Over 60 Days	33,000
Over 90 Days	
Total Accounts Receivable	1,266,943

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

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2011 Actual
Net Revenue above Expenses	672,175	(435,485)	236,690	368,125
Benchmark			750,000	700,000
Excess	672,175	(435,485)	(513,310)	(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	4,431,486	4,951,532	9,383,018	9,514,544
Benchmark Revenue	4,850,000	4,250,000	9,100,000	9,100,000
Revenue Excess	(418,514)	701,532	283,018	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.

# DEVOS PLACE

## DE VOS PLACE

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED MAY 31, 2012**

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Bob McClintock  
Lewis Dawley  
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, 2012

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	499	21	520	477	43
ATTENDANCE	574,257	15,750	590,007	513,000	77,007
DIRECT EVENT REVENUE	2,555,487	49,745	2,605,232	2,531,170	74,062
ANCILLARY REVENUE	1,989,896	45,800	2,035,696	1,890,266	145,430
TOTAL EVENT REVENUE	4,545,383	95,545	4,640,928	4,421,436	219,492
TOTAL OTHER REVENUE	218,418	3,049	221,467	218,245	3,222
TOTAL OPERATING REVENUE	4,763,801	98,594	4,862,395	4,639,681	222,714
INDIRECT EXPENSES					
EXECUTIVE	145,692	22,622	168,314	176,104	7,790
FINANCE	213,562	18,554	232,116	230,513	(1,603)
MARKETING	102,950	13,447	116,397	104,162	(12,235)
OPERATIONS	1,308,426	139,788	1,448,214	1,440,134	(8,080)
EVENT SERVICES	855,553	82,565	938,118	966,856	28,738
BOX OFFICE	82,393	5,702	88,095	79,211	(8,884)
SALES	338,963	26,868	365,831	362,659	(3,172)
OVERHEAD	1,882,654	157,805	2,040,459	2,055,546	15,087
TOTAL OPERATING EXP.	4,930,191	467,351	5,397,544	5,415,184	17,641
NET REVENUE ABOVE EXPENSES	(166,390)	(368,757)	(535,149)	(775,503)	240,355
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(166,390)	(368,757)	(535,149)	(775,503)	240,355

Comments:

May continues to run of successful months for DeVos Place as it came in well ahead of budget and prior year. Numbers overall were consistent with the forecast and the June forecast, as well as, the overall fiscal year has been revised down as an event that had continued to be forecasted for June is in fact a July event.

  
General Manager

  
Finance Director

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED MAY 31, 2012**

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

<b>MONTH</b>	<b>May Actual</b>	<b>May Budget</b>	<b>May FY 2011</b>
Number of Events	50	20	55
Attendance	60,931	19,363	55,178
Direct Event Income	\$223,812	\$123,128	\$229,619
Ancillary Income	196,133	95,375	177,689
Other Income	12,734	13,418	9,184
Indirect Expenses	(426,435)	(451,266)	(423,154)
Net Income	\$6,244	(\$219,345)	(\$6,662)

<b>YTD</b>	<b>YTD 2012 Actual</b>	<b>YTD 2012 Budget</b>	<b>YTD 2011 Prior Year</b>
Number of Events	499	474	496
Attendance	574,257	493,490	544,520
Direct Event Income	\$2,555,487	\$2,400,459	\$2,478,413
Ancillary Income	1,989,896	1,760,701	1,920,295
Other Income	218,418	213,654	176,791
Indirect Expenses	(4,930,191)	(4,963,926)	(4,749,896)
Net Income	(\$166,390)	(\$589,112)	(\$174,397)

**EVENT INCOME**

Event income came in ahead of budget and consistent with forecast and prior year performance.

**ANCILLARY INCOME**

Ancillary income continues to perform very well with the majority of the difference coming in overall catering revenue.

**INDIRECT EXPENSES**

Indirect expenses continue to trend comparable to budget overall.

**DeVos Place**  
**Income Statement**  
For the Eleven Months Ending May 31, 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
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$253,820	\$121,307	\$132,513	\$250,324	\$2,677,237	\$2,437,289	\$239,948	\$2,636,449
Service Revenue	228,975	135,100	93,875	189,266	2,334,927	1,874,339	460,588	1,895,590
Service Expenses	(258,983)	(133,279)	(125,704)	(209,971)	(2,456,677)	(1,911,169)	(545,508)	(2,053,626)
<b>Total Direct Event Income</b>	<b>223,812</b>	<b>123,128</b>	<b>100,684</b>	<b>229,619</b>	<b>2,555,487</b>	<b>2,400,459</b>	<b>155,028</b>	<b>2,478,413</b>
<b>Ancillary Income</b>								
F&B Concession	13,051	2,080	10,971	12,877	164,378	123,428	40,950	166,033
F&B Catering	85,430	26,613	58,817	72,592	637,275	522,527	114,748	558,191
Novelty Sales	1,462	704	758	319	11,059	15,114	(4,055)	8,229
Booth Cleaning	9,157	9,304	(147)	12,105	235,282	247,055	(11,773)	263,311
Telephone/Long Distance	0	1,046	(1,046)	0	113	19,596	(19,483)	225
Electrical Services	24,132	26,486	(2,354)	32,821	403,809	376,301	27,508	407,922
Audio Visual	41,112	15,675	25,437	28,789	308,839	254,570	54,269	293,964
Internet Services	3,351	1,581	1,770	2,570	62,065	41,584	20,481	56,355
Equipment Rental	18,438	11,886	6,552	15,616	167,076	160,526	6,550	166,065
<b>Total Ancillary Income</b>	<b>196,133</b>	<b>95,375</b>	<b>100,758</b>	<b>177,689</b>	<b>1,989,896</b>	<b>1,760,701</b>	<b>229,195</b>	<b>1,920,295</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	10,484	8,835	1,649	6,246	194,980	163,241	31,739	142,159
<b>Total Other Event Income</b>	<b>10,484</b>	<b>8,835</b>	<b>1,649</b>	<b>6,246</b>	<b>194,980</b>	<b>163,241</b>	<b>31,739</b>	<b>142,159</b>
<b>Total Event Income</b>	<b>430,429</b>	<b>227,338</b>	<b>203,091</b>	<b>413,554</b>	<b>4,740,363</b>	<b>4,324,401</b>	<b>415,962</b>	<b>4,540,867</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,214	1,750	(536)	1,567	13,881	19,250	(5,369)	17,633
Other Income	1,036	2,833	(1,797)	1,371	9,557	31,163	(21,606)	16,999
<b>Total Other Operating Income</b>	<b>2,250</b>	<b>4,583</b>	<b>(2,333)</b>	<b>2,938</b>	<b>23,438</b>	<b>50,413</b>	<b>(26,975)</b>	<b>34,632</b>
<b>Adjusted Gross Income</b>	<b>432,679</b>	<b>231,921</b>	<b>200,758</b>	<b>416,492</b>	<b>4,763,801</b>	<b>4,374,814</b>	<b>388,987</b>	<b>4,575,499</b>
<b>Operating Expenses</b>								
Salaries and Wages	263,596	231,512	32,084	249,710	2,684,564	2,546,632	137,932	2,543,388
Payroll Taxes and Benefits	92,307	60,020	32,287	80,457	828,310	660,220	168,090	733,403
Labor Allocations to Events	(176,381)	(123,027)	(53,354)	(157,419)	(1,599,447)	(1,353,297)	(246,150)	(1,433,266)
<b>Net Salaries and Benefits</b>	<b>179,522</b>	<b>168,505</b>	<b>11,017</b>	<b>172,748</b>	<b>1,913,427</b>	<b>1,853,555</b>	<b>59,872</b>	<b>1,843,525</b>
Contracted Services	29,310	23,340	5,970	24,117	279,825	256,740	23,085	271,581
General and Administrative	37,481	28,475	9,006	16,767	315,908	313,225	2,683	296,308
Operations	4,187	9,812	(5,625)	30,425	110,795	107,932	2,863	106,630
Repair and Maintenance	45,145	41,922	3,223	31,288	459,830	461,142	(1,312)	384,062
Operational Supplies	10,083	19,083	(9,000)	6,688	157,047	209,913	(52,866)	159,617
Insurance	19,405	17,192	2,213	16,120	195,879	189,112	6,767	174,653
Utilities	87,760	129,450	(41,690)	111,633	1,348,522	1,423,950	(75,428)	1,366,471
SMG Management Fees	13,542	13,487	55	13,368	148,958	148,357	601	147,049
<b>Total Operating Expenses</b>	<b>426,435</b>	<b>451,266</b>	<b>(24,831)</b>	<b>423,154</b>	<b>4,930,191</b>	<b>4,963,926</b>	<b>(33,735)</b>	<b>4,749,896</b>
<b>Net Income(Loss) From Operations</b>	<b>6,244</b>	<b>(219,345)</b>	<b>225,589</b>	<b>(6,662)</b>	<b>(166,390)</b>	<b>(589,112)</b>	<b>422,722</b>	<b>(174,397)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>6,244</b>	<b>(219,345)</b>	<b>225,589</b>	<b>(6,662)</b>	<b>(166,390)</b>	<b>(589,112)</b>	<b>422,722</b>	<b>(174,397)</b>

**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For the Eleven Months Ending May 31, 2012**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	112	112	111,784	124,880	1,527,629	1,605,072
Consumer/Gated Shows	52	50	163,913	140,010	1,022,367	922,260
DeVos Performance Hall	139	146	177,836	162,600	1,094,585	881,303
Banquets	49	39	30,089	25,350	320,052	285,402
Meetings	106	88	35,359	24,000	490,165	329,850
Other	41	37	55,276	16,650	285,565	300,514
GRAND TOTALS	499	472	574,257	493,490	4,740,363	4,324,401

As Percentage of Overall

Convention/Trade Shows	22.44%	23.73%	19.47%	25.31%	32.23%	37.12%
Consumer/Gated Shows	10.42%	10.59%	28.54%	28.37%	21.57%	21.33%
Devos Performance Hall	27.86%	30.93%	30.97%	32.95%	23.09%	20.38%
Ballroom Exclusive	9.82%	8.26%	5.24%	5.14%	6.75%	6.60%
Meetings	21.24%	18.64%	6.16%	4.86%	10.34%	7.63%
Other	8.22%	7.84%	9.63%	3.37%	6.02%	6.95%

**DeVos Place  
Balance Sheet  
As of May 31, 2012**

**ASSETS**

**Current Assets**

Cash	867,539
Account Receivable	866,278
Prepaid Expenses	58,147

<b>Total Current Assets</b>	<b>\$1,791,964</b>	
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**Total Assets**

\$1,791,964

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	20,716
Accrued Expenses	151,158
Deferred Income	36,838
Advanced Ticket Sales & Deposits	468,209

<b>Total Current Liabilities</b>	<b>\$676,921</b>	
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(700,000)
Expenses Paid Direct by CAA	1,219,816
Beginning Balance Equity	761,617
Current Year Equity	(166,390)

<b>Total Equity</b>	<b>\$1,115,043</b>	
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**Total Liabilities and Equity**

\$1,791,964

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**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of May 31, 2012**

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Current - Under 30 Days	
Food & Beverage	153,878
Ticketing	66,437
Merchandise	940
Decorating	9,156
Audio/Visual	41,181
Van Andel Arena	4,745
Operating	429,979
 Over 30 Days	 122,220
 Over 60 Days	 37,742
 Over 90 Days	
 Total Accounts Receivable	 866,278

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

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2011 Actual
Net Revenue above Expenses	872,644	(535,149)	337,495	368,125
Benchmark			750,000	700,000
Excess	872,644	(535,149)	(412,505)	(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	4,572,854	4,862,395	9,435,249	9,514,544
Benchmark Revenue	4,850,000	4,250,000	9,100,000	9,100,000
Revenue Excess	(277,146)	612,395	335,249	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 MAY 31, 2012**

**Distribution:**

**Grand Rapids – Kent County Convention / Arena Authority**

**Robert White**

**Bob McClintock**

**Lewis Dawley**

**Gary McAneney**

**John Szudzik**

**Richard MacKeigan**

**Chris Machuta**



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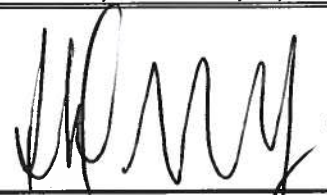
***An SMG Managed Facility***


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

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	91	10	101	100	1
ATTENDANCE	497,859	23,000	520,859	542,200	(21,341)
DIRECT EVENT INCOME	1,021,341	22,000	1,043,341	1,259,448	(216,107)
ANCILLARY INCOME	1,088,007	48,000	1,136,007	1,101,555	34,452
TOTAL EVENT INCOME	2,109,348	70,000	2,179,348	2,361,003	(181,655)
TOTAL OTHER INCOME	2,183,588	209,918	2,393,506	2,635,440	(241,934)
TOTAL INCOME	4,292,936	279,918	4,572,854	4,996,443	(423,589)
INDIRECT EXPENSES					
EXECUTIVE	168,684	18,862	187,546	178,704	(8,842)
FINANCE	193,640	22,500	216,140	239,921	23,781
MARKETING	228,603	26,300	254,903	272,230	17,327
OPERATIONS	1,327,768	145,800	1,473,568	1,603,341	129,773
BOX OFFICE	109,188	9,806	118,994	124,564	5,570
LUXURY SEATING	43,937	5,800	49,737	87,276	37,539
SKYWALK ADMIN	16,322	1,400	17,722	23,956	6,234
OVERHEAD	1,213,593	168,007	1,381,600	1,395,230	13,630
TOTAL INDIRECT EXP.	3,301,736	398,475	3,700,210	3,925,222	225,012
NET REVENUE ABOVE EXPENSES	991,200	(118,557)	872,644	1,071,221	(198,577)
LESS INCENTIVE FEE					
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	991,200	(118,557)	872,644	1,071,221	(198,577)

Comments:

May performed very well considering only 2 events were hosted during the month based on the sold out Red Hot Chili Peppers concert and the very well attended Dave Ramsey event. Due to the strength of these shows, as well as, stronger than anticipated last minute sales for next months Roger Waters show, the forecast has been revised up with the shortfall to budget being closed a bit.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED MAY 31, 2012**

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

<b>MONTH</b>	<b>May Actual</b>	<b>May Budget</b>	<b>May FY 2011</b>
Number of Events	2	2	4
Attendance	16,970	8,500	33,532
Direct Event Income	\$103,801	\$39,449	\$35,830
Ancillary Income	66,275	21,254	117,634
Other Income	202,151	185,191	265,893
Indirect Expenses	(259,245)	(327,101)	(268,320)
Net Income	\$112,982	(\$81,207)	\$151,037

<b>YTD</b>	<b>YTD 2012 Actual</b>	<b>YTD 2012 Budget</b>	<b>YTD 2011 Prior Year</b>
Number of Events	91	91	103
Attendance	497,859	508,200	555,385
Direct Event Income	\$1,021,341	\$1,103,329	\$949,813
Ancillary Income	1,088,007	1,008,329	1,239,152
Other Income	2,183,588	2,345,420	2,163,626
Indirect Expenses	(3,301,736)	(3,598,111)	(3,358,637)
Net Income	\$991,200	\$858,967	\$993,954

**EVENT INCOME**

Event income came in ahead of budget on the strength of ticket sales for Red Hot Chili Peppers.

**ANCILLARY INCOME**

Ancillary income performed ahead of budget as per caps for Red Hot Chili Peppers was both well ahead of an average concert and prior visit.

**INDIRECT EXPENSES**

Indirect expenses came in ahead of budget for the month, utilities anticipated to be high for June.

**Van Andel Arena  
Income Statement  
For the Eleven Months Ending May 31, 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
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$77,296	\$36,737	40,559	\$12,669	\$1,389,281	\$1,495,329	(106,048)	\$1,502,087
Service Revenue	96,035	46,426	49,609	230,895	1,271,519	1,103,363	168,156	1,704,756
Service Expenses	(69,530)	(43,714)	(25,816)	(207,734)	(1,639,459)	(1,495,363)	(144,096)	(2,257,030)
<b>Total Direct Event Income</b>	<b>103,801</b>	<b>39,449</b>	<b>64,352</b>	<b>35,830</b>	<b>1,021,341</b>	<b>1,103,329</b>	<b>(81,988)</b>	<b>949,813</b>
<b>Ancillary Income</b>								
F&B Concession	53,465	15,979	37,486	91,280	896,880	840,196	56,684	1,046,403
F&B Catering	3,376	1,657	1,719	8,622	70,178	58,247	11,931	73,134
Novelty Sales	9,434	3,618	5,816	17,877	90,831	80,626	10,205	91,494
Booth Cleaning	0	0	0	(181)	402	0	402	139
Audio Visual	0	0	0	36	36	0	36	72
Other Ancillary	0	0	0	0	29,680	29,260	420	27,910
<b>Total Ancillary Income</b>	<b>66,275</b>	<b>21,254</b>	<b>45,021</b>	<b>117,634</b>	<b>1,088,007</b>	<b>1,008,329</b>	<b>79,678</b>	<b>1,239,152</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	30,184	17,587	12,597	56,955	318,346	354,316	(35,970)	325,736
<b>Total Other Event Income</b>	<b>30,184</b>	<b>17,587</b>	<b>12,597</b>	<b>56,955</b>	<b>318,346</b>	<b>354,316</b>	<b>(35,970)</b>	<b>325,736</b>
<b>Total Event Income</b>	<b>200,260</b>	<b>78,290</b>	<b>121,970</b>	<b>210,419</b>	<b>2,427,694</b>	<b>2,465,974</b>	<b>(38,280)</b>	<b>2,514,701</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	109,428	108,605	823	160,573	1,223,044	1,342,115	(119,071)	1,275,555
Advertising	54,000	52,083	1,917	44,000	587,133	572,913	14,220	498,724
Other Income	8,539	6,916	1,623	4,365	55,065	76,076	(21,011)	63,611
<b>Total Other Operating Income</b>	<b>171,967</b>	<b>167,604</b>	<b>4,363</b>	<b>208,938</b>	<b>1,865,242</b>	<b>1,991,104</b>	<b>(125,862)</b>	<b>1,837,890</b>
<b>Adjusted Gross Income</b>	<b>372,227</b>	<b>245,894</b>	<b>126,333</b>	<b>419,357</b>	<b>4,292,936</b>	<b>4,457,078</b>	<b>(164,142)</b>	<b>4,352,591</b>
<b>Operating Expenses</b>								
Salaries and Wages	137,671	160,923	(23,252)	165,672	1,710,561	1,770,153	(59,592)	1,715,799
Payroll Taxes and Benefits	35,283	45,035	(9,752)	50,814	483,963	495,385	(11,422)	473,338
Labor Allocations to Events	(53,944)	(72,806)	18,862	(100,330)	(801,160)	(800,866)	(294)	(787,082)
<b>Net Salaries and Benefits</b>	<b>119,010</b>	<b>133,152</b>	<b>(14,142)</b>	<b>116,156</b>	<b>1,393,364</b>	<b>1,464,672</b>	<b>(71,308)</b>	<b>1,402,055</b>
Contracted Services	15,497	22,140	(6,643)	20,687	201,432	243,540	(42,108)	224,122
General and Administrative	21,392	27,758	(6,366)	20,747	259,106	305,338	(46,232)	298,736
Operations	1,787	4,742	(2,955)	4,307	23,765	52,162	(28,397)	27,262
Repair and Maintenance	6,705	17,599	(10,894)	8,077	177,001	193,589	(16,588)	133,138
Operational Supplies	21,177	17,550	3,627	12,114	157,066	193,050	(35,984)	152,258
Insurance	5,854	10,840	(4,986)	10,535	118,264	119,240	(976)	120,862
Utilities	54,281	79,833	(25,552)	62,329	822,606	878,163	(55,557)	852,155
SMG Management Fees	13,542	13,487	55	13,368	149,132	148,357	775	148,049
<b>Total Operating Expenses</b>	<b>259,245</b>	<b>327,101</b>	<b>(67,856)</b>	<b>268,320</b>	<b>3,301,736</b>	<b>3,598,111</b>	<b>(296,375)</b>	<b>3,358,637</b>
<b>Net Income(Loss) From Operations</b>	<b>112,982</b>	<b>(81,207)</b>	<b>194,189</b>	<b>151,037</b>	<b>991,200</b>	<b>858,967</b>	<b>132,233</b>	<b>993,954</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>112,982</b>	<b>(81,207)</b>	<b>194,189</b>	<b>151,037</b>	<b>991,200</b>	<b>858,967</b>	<b>132,233</b>	<b>993,954</b>

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**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For the Eleven Months Ended May 31, 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	215,785
Sporting Event	9	8	42,133	35,000	337,226	199,355
Concert	17	18	128,917	156,000	1,318,555	1,491,946
Team Home Games	38	38	224,519	224,200	502,841	512,544
Other	4	4	29,097	23,000	103,020	46,344
GRAND TOTALS	89	90	480,889	499,700	2,427,694	2,465,974

**As Percentage of Overall**

Family Show	23.60%	24.44%	11.69%	12.31%	6.84%	8.75%
Sporting Event	10.11%	8.89%	8.76%	7.00%	13.89%	8.08%
Concert	19.10%	20.00%	26.81%	31.22%	54.31%	60.50%
Team Home Games	42.70%	42.22%	46.69%	44.87%	20.71%	20.78%
Other	4.49%	4.44%	6.05%	4.60%	4.24%	1.88%

**Van Andel Arena  
Balance Sheet  
As of May 31, 2012**

**ASSETS**

**Current Assets**

Cash	2,942,525
Account Receivable	1,718,944
Prepaid Expenses	23,849

<b>Total Current Assets</b>	----- <b>\$4,685,318</b>
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<b>Total Assets</b>	----- <b>\$4,685,318</b> =====
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	52,608
Accrued Expenses	618,469
Deferred Income	2,226,013
Advanced Ticket Sales & Deposits	1,221,197

<b>Total Current Liabilities</b>	----- <b>\$4,118,287</b>
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(1,650,000)
Expenses Paid Direct by CAA	759,334
Beginning Balance Equity	466,498
Current Year Equity	991,199

<b>Total Equity</b>	----- <b>\$567,031</b>
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<b>Total Liabilities and Equity</b>	----- <b>\$4,685,318</b> =====
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**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of May 31, 2012**

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Current - Under 30 Days	
Food & Beverage	63,044
Ticketing	642,636
Merchandise	17,176
Permanent Advertising	693,263
DeVos Place	(4,745)
Operating	215,657
 Over 30 Days	 58,913
 Over 60 Days	 33,000
 Over 90 Days	
 Total Accounts Receivable	 1,718,944

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

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2011 Actual
Net Revenue above Expenses	872,644	(535,149)	337,495	368,125
Benchmark			750,000	700,000
Excess	872,644	(535,149)	(412,505)	(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	4,572,854	4,862,395	9,435,249	9,514,544
Benchmark Revenue	4,850,000	4,250,000	9,100,000	9,100,000
Revenue Excess	(277,146)	612,395	335,249	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.



## **Memorandum**

**To: CAA Finance Committee**

**From: Robert J. White**

**Subject: May 2012 Financial Statements**

**Date: July 26, 2012**

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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 May 31 for Fiscal Years 2011 and 2012. 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 \$.2 million from June 30, 2011. This is generally in line with the budget forecast.
- Fund balance increased by \$.8 million from the May 31, 2011 level. This increase is attributed primarily to capital additions of equipment. The working capital position declined by \$.03 million.

### **May Administrative Revenue/Expense:**

- **Parking Management.** 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. At current trends, a revised full-year forecast would approximate \$120,000, resulting in a budget shortfall of \$86,000.
- 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 are budgeted at a 12.6% annual increase. For the first eleven months of the fiscal year, actual operating expenses are running at a 9.2% increase over prior year.

Consolidated Income Statement (eleven months):

- The Van Andel Arena® budget forecast a current year "Net Proceeds" increase of +25.3%. Through the first eleven months of the current fiscal year, "Net Proceeds" are running 3.0% ahead of prior-year performance.
- The DeVos Place® budget forecast a current year "Net Proceeds" decrease of (236.7%). Through the first eleven months of the current fiscal year, "Net Proceeds" are running 8.0% ahead of prior-year performance.
- Total operating "Net Proceeds" are down slightly by (\$117,632) 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. These reports continue to be updated on a monthly basis.

**Grand Rapids-Kent County Convention/Arena Authority**  
**Balance Sheet (Unconsolidated)**  
**May 31, 2012**

		<u>2011</u>	<u>2012</u>
	<b><u>Assets</u></b>		
Cash	- Operating	\$ 1,064,846	\$ 129,356
Investments	- Kent County	20,331,950	21,186,029
Capital Assets (Net)		<u>788,841</u>	<u>1,611,130</u>
Total Assets		<u><u>\$ 22,185,637</u></u>	<u><u>\$ 22,926,515</u></u>

	<b><u>Liabilities &amp; Fund Balance</u></b>		
Accounts Payable		\$ 104,578	\$ 54,033
Fund Balance		<u>22,081,059</u>	<u>22,872,482</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,185,637</u></u>	<u><u>\$ 22,926,515</u></u>

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

	<b>Annual</b>		<b>Year-To-Date</b>	
	<b>FY 2011 Final</b>	<b>FY 2012 Budget</b>	<b>FY 2011 7/1 - 5/31</b>	<b>FY 2012 7/1 - 5/31</b>
			<b>Percentage Change</b>	<b>Percentage Change</b>
<b>Revenues:</b>				
Transfers from SMG	\$ 2,652,127	\$ 2,645,318	(0.2)	\$ 2,350,000 (9.6)
Parking	956,690	1,090,000	13.9	982,001 16.8
Interest	200,030	206,000	3.0	114,692 (33.3)
Miscellaneous	30,981	30,000	(3.2)	32,355 4.4
<b>Total Revenues</b>	<b>3,839,828</b>	<b>3,971,318</b>	<b>3.4</b>	<b>3,479,048 (4.5)</b>
<b>Expenditures:</b>				
Operations				
- Utilities	2,284,002	2,349,600	2.9	2,005,277 1.7
- Parking Management	190,802	263,579	38.1	238,904 82.4
- Pedestrian Safety	104,015	108,000	3.8	71,900 (24.7)
- Marketing - CVB/Sports	100,000	100,000	-	100,000 33.3
- DID Assessment	55,103	58,721	6.6	38,398 (30.3)
- Landscaping	17,895	30,000	67.6	16,367 14.7
- Food & Beverage Repairs	7,500	40,000	433.3	- (100.0)
Administration				
- Wages/Benefits	144,169	116,724	(19.0)	88,554 (23.5)
- Consulting Services <sup>(2)</sup>	-	134,163	100+	142,849 100+
- Professional Services	77,697	71,000	(8.6)	43,702 (31.1)
- Diversity Initiative	35,828	90,000	151.2	61,890 143.4
- Procurement of Art	9,100	30,000	229.7	9,479 4.2
- Insurance	23,561	24,000	1.9	27,502 16.7
- Supplies/Other	36,386	60,000	85.5	18,397 (46.2)
<b>Operating Expenditures</b>	<b>3,086,058</b>	<b>3,475,787</b>	<b>12.6</b>	<b>2,863,219 9.2</b>
Capital R/R/A <sup>(1)</sup>				
	3,416,302	926,000	(72.9)	428,476 (86.9)
<b>Total Expenditures</b>	<b>6,502,360</b>	<b>4,401,787</b>		<b>3,291,695</b>
<b>Excess (Deficiency) of Revenues</b>	<b>(2,662,532)</b>	<b>(430,469)</b>	<b>83.8</b>	<b>\$ 187,353 108.3</b>
<b>Over Expenditures</b>				
Balance, beginning of period	24,728,394	22,065,862		
<b>Balance, end of period</b>	<b>\$ 22,065,862</b>	<b>\$ 21,635,393</b>		

**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, and \$26,663 for an SMG administrative contract

**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**Eleven-Month Financial Trends for Period Ended May 31, 2012**

	Annual			Year-To-Date		
	FY 2011 Actual	FY 2012 Budget	Percentage Change	FY 2011 7/1 - 5/31	FY 2012 7/1 - 5/31	Percentage Change
<b>Van Andel Arena</b>						
Operating - Revenues	\$ 4,633,187	\$4,996,443	7.8	\$4,352,591	\$4,292,936	(1.4)
- Expenses - Facilities	(3,629,810)	(3,762,722)	3.7	(3,210,588)	(3,152,604)	0.2
- Base Management Fees	(160,417)	(162,500)	1.3	(148,049)	(149,132)	(1.8)
Net Operating Income (Loss)	842,960	1,071,221	27.4	993,954	991,200	(0.3)
Parking	152,655	160,000	4.8	128,487	144,454	12.4
Pedestrian Safety	(70,979)	(73,000)	2.8	(63,913)	(45,023)	(29.5)
Net Proceeds (Cost) of VAA	924,636	1,158,221	25.3	1,058,528	1,090,631	3.0
<b>DeVos Place Convention Center</b>						
Operating - Revenues	4,881,357	4,639,681	(5.0)	4,575,499	4,763,801	4.1
- Expenses - Facilities	(5,195,775)	(5,252,685)	1.1	(4,602,847)	(4,781,233)	(1.3)
- Base Management Fees	(160,417)	(162,500)	1.3	(147,049)	(148,958)	3.9
Net Operating Loss	(474,835)	(775,504)	(63.3)	(174,397)	(166,390)	4.6
Parking	613,233	666,421	16.8	581,493	598,643	3.1
Pedestrian Safety	(33,036)	(35,000)	6.0	(31,591)	(26,877)	(14.9)
Net Proceeds (Cost) of DVP	105,362	(144,083)	(236.7)	375,505	405,376	8.0
<b>Other</b>						
Revenues						
Interest	200,030	206,000		171,907	114,692	
Miscellaneous	30,981	30,000		30,981	32,355	
	231,011	236,000	2.2	202,888	147,047	(27.5)
Expenses						
Administration	(481,844)	(684,608)		(401,603)	(530,771)	
Other Operating	(25,395)	(70,000)		(21,770)	(16,367)	
	(507,239)	(754,608)	48.8	(423,373)	(547,138)	29.2
	(276,228)	(518,608)	87.7	(220,485)	(400,091)	81.5
Net Other	753,770	495,530		1,213,548	1,095,916	
Total Net Proceeds/Operating						
Capital Expenditures	(3,416,302)	(926,000)		(3,281,647)	(428,476)	
Results Net of Capital Expenditures	\$ (2,662,532)	\$ (430,470)		\$ (2,068,099)	\$ 667,440	



## **Memorandum**

**To: Grand Rapids – Kent County  
Convention/Arena Authority**

**From: Robert J. White**

**Date: May 25, 2012**

**Re: Convention/Arena Authority (CAA)  
FY 2013 Budget Request  
Updates to Memorandum Dated April 26, 2012**

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On May 4th, the CAA Finance Committee reviewed a preliminary draft of the consolidated Fiscal Year 2013 budget request. It had forecast “estimated” revenues totaling \$11,140,531 with an operating/capital budget request of \$12,361,355. The estimated draw on fund balance amounted to \$1,220,824.

In the interim, the Fiscal Year 2013 budget recommendations have been amended in the following manner:

- Table B - Add a “FY 2012 Carryover Capital Project” entitled “Portable Radio Narrow Banding” in the amount of \$50,000.
- Table B - Delete \$150,000 from the “Facility Maintenance” line item, as these project requests have been withdrawn.

As a result of these changes, the operating deficit for Fiscal Year 2013 has been decreased by \$100,000 to \$1,120,824.

It is the staff recommendation to adopt the Fiscal Year 2013 budget as originally recommended with the modifications as noted above. This budget will take effect on July 1, 2012.

Attachments: FY 2013 Recommended Budget







## **Memorandum**

**To:** Grand Rapids – Kent County  
Convention/Arena Authority

**From:** Robert J. White

**Date:** April 26, 2012

**Re:** Convention/Arena Authority (CAA)  
Fiscal Year 2013 Budget Request

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The attached material summarizes a requested CAA Administrative Operating Budget and Consolidated Income Statement for the Fiscal Year beginning July 1, 2012 (Fiscal Year 2013). The format of the report provides the Committee with an overview of Fiscal Year 2011 actual, Fiscal Year 2012 estimate, and Fiscal Year 2013 preliminary recommendations. Preliminary Finance Committee review will be held on May 4<sup>th</sup> with final Board review scheduled for June 1st.

Table A provides a summary of the facility manager (SMG) budget documents submitted under separate cover. Based on SMG's most recent "budget roll," the current year forecast has been updated to a net operating income balance of \$236,690. Funding, requested for FY 2013, would generate a net operating income of \$409,034.

The Fiscal Year 2013 consolidated income statement (Table C) forecasts a net operating income totaling \$416,176. This income will be applied to finance, in part, a capital outlay request totaling \$1,793,000. The balance of the funds requested will be supported by interest earnings and a drawdown from the capital reserve account.

Table B provides a summary of the CAA administrative budget. Revenues in this account include regularly scheduled transfers from the facility manager, parking, interest and other miscellaneous contributions to the organization. Expenditures from this account include provision for utilities, capital repair/replacement/improvement (as defined in the SMG management contract), parking management fees, landscape plantings, and other administrative expenses. Table B-1, attached hereto, provides additional details concerning utility and miscellaneous administrative expenditure accounts.

On the basis of these initial budgetary estimates, it is expected that the CAA will close its Fiscal Year 2012 activities with a "fund balance" approximating \$21.8 million. This would include a recommended minimum operating reserve balance of \$6 million and a capital repair/replacement/improvement reserve of \$15.8 million.

Prior fiscal year budget recommendations included a Table D entitled "Capital Repair/Replacement/Improvement Reserve – Projection of Receipts, Disbursements and Balances." The table, last prepared as a part of the Fiscal Year 2009 budget, forecasted capital requirements of approximately \$1 million per annum during the period of Fiscal Year 2010 through Fiscal Year 2014, inclusive, rising to an annual level of approximately \$3 million per annum for the following five fiscal years. Allowing for this level of capital requirements, the forecast identified a Fund Balance of \$13 million at June 30, 2019. Table D has not been updated as part of this Fiscal Year 2013 budget request. Funding for an "Arena Long-Term Capital Study" (see Administrative/Other) was approved as a part of the FY 2011 budget, to provide additional assistance in updating the forecast. This study has been completed. The recommendations of this study will be utilized by SMG staff to complete an updated long-term capital needs forecast.

The current Table D has been included along with the original Fiscal Year 2013 budget materials. This report provides a "Budget Summary by Facility/Other" formatted report. It organizes revenues and expenses in three activity areas including Van Andel Arena®, DeVos Place® Convention Center, and other. This report provides all of the same information contained in Table C, but also allows the reader to view the overall operations of each facility incorporating therein the revenues generated by the parking facilities attached or adjacent to the buildings and police-pedestrian safety services.

Rich MacKeigan, Chris Machuta, Sue Waddell, and I participated in preparation of the attached recommended budget. We would expect to present this to the Finance Committee, at its May meeting, and be prepared to answer any additional questions which may arise from a review of this material.

Attachments: FY 2013 Recommended Budget

**Table A**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**SMG Facilities Budget**  
**Fiscal Years Ending June 30, 2011 - 2013**

	<b>FY 2011</b>	<b>FY 2012</b>		<b>FY 2013</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Recommendation</b>
Van Andel Arena				
Operating - Revenues	\$ 4,633,187	\$ 4,996,443	\$ 4,431,486	\$ 4,997,896
- Expenses - Facilities	(3,629,810)	(3,763,377)	(3,596,811)	(3,818,869)
- Base Management Fees	(160,417)	(161,845)	(162,500)	(167,375)
Net Operating Income	<u>\$ 842,960</u>	<u>\$ 1,071,221</u>	<u>\$ 672,175</u>	<u>\$ 1,011,652</u>
DeVos Place				
Operating - Revenues	\$ 4,881,357	\$ 4,639,681	\$ 4,951,532	\$ 4,838,806
- Expenses - Facilities	(5,195,775)	(5,253,339)	(5,224,517)	(5,274,049)
- Base Management Fees	(160,417)	(161,845)	(162,500)	(167,375)
Net Operating Loss	<u>\$ (474,835)</u>	<u>\$ (775,503)</u>	<u>\$ (435,485)</u>	<u>\$ (602,618)</u>
Net Available to CAA:				
Van Andel Arena	\$ 842,960	\$ 1,071,221	\$ 672,175	\$ 1,011,652
DeVos Place	(474,835)	(775,503)	(435,485)	(602,618)
Less - SMG Incentive	-	-	-	-
- DeVos Parking Maintenance	-	-	-	-
	<u>\$ 368,125</u>	<u>\$ 295,718</u>	<u>\$ 236,690</u>	<u>\$ 409,034</u>

**Table B**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Administrative - Operating / Capital Replacement Budget**  
**FY 2013 Recommendation**

	<u>FY 2011</u>	<u>FY 2012</u>		<u>FY 2013</u>
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Recommendation</u>
Revenues:				
Facility Operations	\$ 368,125	\$ 295,718	\$ 236,690	\$ 409,034
Utility Reimbursement	<u>2,284,002</u>	<u>2,349,600</u>	<u>2,271,860</u>	<u>2,404,804</u>
Transfers from SMG	2,652,127	2,645,318	2,508,550	2,813,838
DeVos Place Parking	804,035	930,000	950,000	950,000 <sup>(1)</sup>
VanAndel Parking	152,655	160,000	165,847	166,829 <sup>(1)</sup>
Interest	200,030	206,000	120,000	106,000 <sup>(2)</sup>
Miscellaneous	<u>30,981</u>	<u>30,000</u>	<u>81,145</u> <sup>(8)</sup>	<u>81,000</u> <sup>(7)</sup>
Total Revenues	<u>3,839,828</u>	<u>3,971,318</u>	<u>3,825,542</u>	<u>4,117,667</u>
Expenditures:				
Utilities	2,284,002	2,349,600	2,271,860	2,404,804 <sup>(4)</sup>
Other Operating	320,212	441,579	428,748	389,510 <sup>(5)</sup>
Administration/Other	481,844	684,608	635,167	601,177 <sup>(6)</sup>
Facility Maintenance	1,337,988	-	-	-
Capital	<u>2,078,314</u>	<u>926,000</u>	<u>733,870</u>	<u>1,843,000</u> <sup>(3)</sup>
Total Expenditures	<u>6,502,360</u>	<u>4,401,787</u>	<u>4,069,645</u>	<u>5,238,491</u>
Net Excess (Deficit)	<u>\$ (2,662,532)</u>	<u>\$ (430,469)</u>	<u>\$ (244,103)</u>	<u>\$ (1,120,824)</u>

**Notes: See Following**

**Table B-1**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Administrative - Operating / Capital Replacement Budget**  
**FY 2013 Recommendation**

**Notes:**

<sup>(1)</sup>DeVos Place Parking Rates:

	FY 2012	FY 2013
30 Minutes	\$ 1.00	\$ 1.25
Daily Maximum	12.00	12.00
Event	8.00	8.00
Monthly -Public	150.00	152.00
-Reserved Premium	55.00	56.00
-County/SMG (O+M)	45.62	

Van Andel Arena Parking Rates:

Event	\$ 8.00	\$ 9.00
Non-Event Coin Unit	5.00	5.00
Monthly -Public	69.00	72.00

<sup>(2)</sup> \$21.2 million (3/31/12 pool balance) in invested funds at .5%.

<sup>(3)</sup> FY 2012 Carry Over Project:

Portable Radio Narrow Banding	\$50,000
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FY 2013 Eligible Projects:

Lighting controls (replacement)	VAA	\$ 250,000
HVAC upgrade controls	VAA	140,000
VFD's - replace 17 original	VAA	60,000
HVAC Savor - add HVAC unit	VAA	18,000
Show Power - replace outdated original CamLock connectors	VAA	15,000
Condensers - replace original condenser and evaporator units	VAA	20,000
Hoist Safety - safety strap	VAA	25,000
Telecom upgrades	VAA	35,000
Lyon Street - contribution to Lyon Street project	DVP	\$ 400,000
Dock Doors - rebuild Michigan Street vertical lift doors	DVP	200,000
Replace theater shell ceiling hoist motors and controls	DVP	215,000
Chillers - rebuild main Trane chillers	DVP	125,000
Additions/upgrades to computers, software systems, wi-fi	DVP	75,000
Study/design distributed antenna system	DVP	50,000
FF&E - additions to facility equipment and replacements	DVP	75,000
Telecom upgrades	DVP	35,000
Replace damaged Grand Gallery meeting rooms carpet	DVP	40,000
Genie lift	DVP	15,000

Total FY 2013 Capital Request	<u><u>\$1,843,000</u></u>
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**Table B-1**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Detail of Expenditure Estimates**  
**FY 2013 Recommendation**

		<b>FY 2011</b>	<b>FY 2012</b>		<b>FY 2013</b>
		<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimate</u></b>	<b><u>Recommendation</u></b>
<b>Utilities<sup>(4)</sup>:</b>					
	Electricity	\$ 1,451,674	\$ 1,400,800	\$ 1,510,344	\$ 1,485,004
	Steam/Gas	723,014	836,000	641,054	809,000
	Water/Sewer	109,314	112,800	120,462	112,800
		<u>\$ 2,284,002</u>	<u>\$ 2,349,600</u>	<u>\$ 2,271,860</u>	<u>\$ 2,406,804</u>
<b>Other Operating<sup>(5)</sup>:</b>					
	Parking Management	\$ 190,802	\$ 263,579	\$ 237,903	\$ 198,000
	Landscaping	17,895	30,000	30,000	30,000
	Pedestrian Safety	104,015	108,000	120,845	121,510
	Repairs - F&B	7,500	40,000	40,000	40,000
		<u>\$ 320,212</u>	<u>\$ 441,579</u>	<u>\$ 428,748</u>	<u>\$ 389,510</u>
<b>Administration/Other<sup>(6)</sup>:</b>					
	Wages	\$ 115,931	\$ 93,944	\$ 88,659	\$ 90,719
	Benefits	28,238	22,870	22,806	23,958
	Accounting/Audit	32,100	36,000	35,000	37,000
	Legal Services	45,597	35,000	28,000	35,000
	DID Assessment	55,103	58,721	58,721	60,000 <sup>(A)</sup>
	Consulting Services	-	134,163	150,000	35,900 <sup>(B)</sup>
	Insurance	23,561	24,000	27,502	28,600
	Marketing - CVB	75,000	75,000	75,000	75,000
	Marketing - Sports Commission	25,000	25,000	25,000	25,000
	Diversity Initiative	35,828	90,000	90,000	100,000
	Procurement of Art (ArtPrize)	9,100	30,000	9,479	30,000
	Other	36,386	60,000	25,000	60,000
		<u>\$ 481,844</u>	<u>\$ 684,698</u>	<u>\$ 635,167</u>	<u>\$ 601,177</u>

**Notes:**

<sup>(A)</sup> Downtown Improvement District special assessment contribution from CAA based on benefit allocation formula.

<sup>(B)</sup> \$30,900 for SMG consulting plus \$5,000 for continuation of economic impact study.

<sup>(7)</sup> Miscellaneous Revenue (FY 2012/2013) includes a \$50,000 annual (5-year) amortization of a capital contribution from SMG under the terms of the new food and beverage agreement.

**Table C**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Consolidated Income Statement**  
**Fiscal Years Ending June 30, 2011-2013**

		<u>FY 2011</u>	<u>FY 2012</u>		<u>FY 2013</u>
		<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Recommendation</u>
Operating Revenue:					
Event	- VanAndel Arena	\$ 922,855	\$ 1,259,448	\$ 991,945	\$ 1,313,521
	- DeVos Place	2,587,093	2,531,170	2,710,819	2,650,740
Ancillary	- VanAndel Arena	1,239,962	1,101,555	1,046,035	1,134,935
	- DeVos Place	2,103,485	1,890,266	2,019,246	1,974,616
Other	- VanAndel Arena	2,470,370	2,635,440	2,393,506	2,549,440
	- DeVos Place	190,779	218,245	221,467	213,450
	-Administration	30,981	30,000	31,145	31,000
Parking	- VanAndel Arena	152,655	160,000	165,847	166,829
	- DeVos Place	804,035	930,000	950,000	950,000
		<u>10,502,215</u>	<u>10,756,124</u>	<u>10,530,010</u>	<u>10,984,531</u>
Operating Expense / Appropriations:					
Facility Operations					
	- VanAndel Arena	3,629,810	3,763,377	3,596,811	3,818,869
	- DeVos Place	5,195,775	5,253,339	5,224,517	5,274,049
	- Management	320,834	323,690	325,000	334,750
	- Parking Maintenance	-	-	-	-
Other Operating		320,212	441,579	428,748	389,510
Facility/Maintenance		1,337,988	-	-	-
Administration/Other		481,844	684,608	635,167	601,177
		<u>11,286,463</u>	<u>10,466,593</u>	<u>10,210,243</u>	<u>10,418,355</u>
Operating Income		(784,248)	289,531	319,767	566,176
Non-Operating Revenue:					
Interest/Capital Contribution		200,030	206,000	170,000	156,000
Transfer (to) from Capital Acct.		(2,078,314)	(926,000)	(733,870)	(1,843,000)
		<u>(1,878,284)</u>	<u>(720,000)</u>	<u>(563,870)</u>	<u>(1,687,000)</u>
Net Income (Loss)		(2,662,532)	(430,469)	(244,103)	(1,120,824)
Fund Balance, beg. of yr.		24,728,394	22,065,862	22,065,862	21,821,759
Fund Balance, end of yr.		<u>\$ 22,065,862</u>	<u>\$ 21,635,393</u>	<u>\$ 21,821,759</u>	<u>\$ 20,700,935</u>



**Table D**  
**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**FY 2013 Recommendation**

	<b>FY 2011</b>	<b>FY 2012</b>		<b>FY 2013</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Recommendation</b>
<b>Van Andel Arena</b>				
Operating - Revenues	\$ 4,633,187	\$ 4,996,443	\$ 4,431,486	\$ 4,997,896
- Expenses - Facilities	(3,629,810)	(3,762,722)	(3,596,811)	(3,818,869)
- Base Management Fees	(160,417)	(162,500)	(162,500)	(167,375)
Net Operating Income	842,960	1,071,221	672,175	1,011,652
Parking (net of allocated expenses)	152,655	160,000	165,847	166,829
Facility Maintenance	-	-	-	-
Pedestrian Safety	(70,979)	(73,000)	(76,529)	(76,970)
<b>Net Proceeds from VAA</b>	924,636	1,158,221	761,493	1,101,511
<b>DeVos Place Convention Center</b>				
Operating - Revenues	4,881,357	4,639,681	4,951,532	4,838,806
- Expenses - Facilities	(5,195,775)	(5,252,685)	(5,224,517)	(5,274,049)
- Base Management Fees	(160,417)	(162,500)	(162,500)	(167,375)
Net Operating Loss	(474,835)	(775,504)	(435,485)	(602,618)
Parking (net of allocated expenses)	633,233	666,421	712,097	752,000
Pedestrian Safety	(33,036)	(35,000)	(44,316)	(44,540)
<b>Net Proceeds (Cost) of DVP</b>	125,362	(144,083)	232,296	104,842
<b>Other</b>				
Revenues				
Interest/Capital Contribution	200,030	206,000	170,000	156,000
Miscellaneous	30,981	30,000	31,145	31,000
	231,011	236,000	201,145	187,000
Expenses				
Other Operating	25,395	70,000	70,000	70,000
Administration/Other	481,844	684,608	635,167	601,177
Less - SMG Incentive	-	-	-	-
	507,239	754,608	705,167	671,177
<b>Net Other</b>	(276,228)	(518,608)	(504,022)	(484,177)
<b>Total Operating</b>	<b>\$ 773,770</b>	<b>\$ 495,530</b>	<b>\$ 489,767</b>	<b>\$ 722,176</b>
Capital Expenditures	(3,416,302)	(926,000)	(733,870)	(1,843,000)
Results Net of Capital Expenditures	<b>\$ (2,642,532)</b>	<b>\$ (430,470)</b>	<b>\$ (244,103)</b>	<b>\$ (1,120,824)</b>

5

# DEVOS PLACE

## DE VOS PLACE

OPERATING BUDGET  
FISCAL YEAR ENDING JUNE 30, 2013

**\*\*\*INCLUDES MARCH ROLLING FORECAST\*\*\***

Distribution:

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Hank Abate  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*

DeVos Place  
Fiscal Year Ending June 30, 2013  
Lead Income Statement

FY 2013 Budget	Prior Year FY 2012 Rolling Forecast	Variance More / (Less)	Percentage Change Increase (Decrease)
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Event Income

Direct Event Income

Rental Income	2,717,100	2,773,167	(56,067)	-2.02%
Service Income	2,181,940	2,376,850	(194,910)	-8.20%
Service Expenses	(2,248,300)	(2,439,198)	190,898	-7.83%
Total Direct Event Income	2,650,740	2,710,819	(60,079)	-2.22%

Ancillary Income

F & B Concessions	143,900	178,010	(34,110)	-19.16%
F & B Catering	592,500	598,303	(5,803)	-0.97%
Novelty Sales	12,000	11,500	500	4.35%
Booth Cleaning	257,516	260,431	(2,915)	-1.12%
Telephone/Long Distance	-	135	(135)	-100.00%
Electrical Services	451,600	439,341	12,259	2.79%
Audio Visual	289,500	294,836	(5,336)	-1.81%
Internet Services	59,000	68,358	(9,358)	-13.69%
Equipment Rental	168,600	168,330	270	0.16%
Total Ancillary Income	1,974,616	2,019,246	(44,628)	-2.21%

Other Event Income

Ticket Rebates (Per Event)	181,450	190,000	(8,550)	-4.50%
Total Other Event Income	181,450	190,000	(8,550)	-4.50%

Total Event Income

4,806,806	4,920,065	(113,257)	-2.30%
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Other Operating Income

32,000	31,467	533	1.69%
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Adjusted Gross Income

4,838,806	4,951,532	(112,724)	-2.28%
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Operating Expenses

Employee Salaries and Wages	2,778,219	2,771,139	(7,080)	-0.26%
Benefits	726,010	702,481	(23,529)	-3.35%
Less: Event Labor Allocations	(1,459,605)	(1,391,138)	68,467	-4.92%
Net Employee Wages and Benefits	2,044,624	2,082,482	37,858	1.82%
Contracted Services	248,621	251,047	2,426	0.97%
General and Administrative	323,423	332,461	9,038	2.72%
Operations	118,865	122,301	3,436	2.81%
Repair & Maintenance	520,998	505,067	(15,931)	-3.15%
Supplies	254,900	229,334	(25,566)	-11.15%
Insurance	196,818	194,513	(2,305)	-1.19%
Utilities	1,565,800	1,507,312	(58,488)	-3.88%
SMG Management Fees	167,375	162,500	(4,875)	-3.00%
Total Operating Expenses	5,441,424	5,387,017	(54,407)	-1.01%

Net Income (Loss) From Operations

(602,618)	(435,485)	(167,131)	38.38%
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Other Income (Expenses)

Net Income After Other Income (Expenses)

(602,618)	(435,485)	(167,131)	38.38%
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DeVos Place  
Fiscal Year Ending June 30, 2013  
Lead Income Statement

		Prior Year FY 2012 Rolling Forecast	Variance More / (Less)
	Total		
Gross Services Billed			
Advertising	33,723	36,736	(3,013)
Changeover	11,719	12,766	(1,047)
Stagehands	1,272,571	1,460,601	(188,030)
Security	256,081	247,976	8,105
Ushers/Ticket Takers	165,243	180,004	(14,761)
Box Office - Labor	21,027	22,905	(1,878)
Box Office - Ticketing Services	218,285	194,412	23,873
Utilities	11,071	12,060	(989)
City/Police/Fire	17,930	19,532	(1,602)
EMT's	38,612	42,061	(3,449)
Cleaning	37,848	41,229	(3,381)
Insurance	5,580	6,078	(498)
Group Sales Commission	2,133	2,324	(191)
Telephone	3,529	3,844	(315)
Other Production	86,588	94,323	(7,735)
Total Services Billed	2,181,940	2,376,850	(194,911)
Gross Services Expense			
Advertising	55,671	60,398	(4,727)
Stagehands	1,155,963	1,254,113	(98,150)
Security	334,353	362,742	(28,389)
Ushers/Ticket Takers	106,368	115,400	(9,032)
Box Office - Labor	26,029	28,239	(2,210)
Box Office - Ticketing Services	48,534	52,655	(4,121)
City/Police/Fire	12,155	13,187	(1,032)
EMT's	33,146	35,960	(2,814)
Cleaning	352,622	382,562	(29,940)
Insurance	4,668	5,064	(396)
Group Sales Commission	1,778	1,929	(151)
Telephone	676	733	(57)
Other Production	116,336	126,214	(9,878)
Total Services Expense	2,248,300	2,439,198	(190,897)
Total Service Income (Loss)	(66,360)	(62,348)	(4,014)

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**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary Report**  
**For Fiscal Year Ending June 30, 2013**

Event Type	Events/Days		Attendance	Rent	Service	Ancillary	Total	FY 2012	Variance
	FY 2013	FY 2012							
Convention/Trade Shows	125	115	145,000	875,000	(70,000)	979,700	1,784,700	1,731,397	53,303
Consumer/Gated Shows	50	54	140,000	705,000	(16,000)	304,700	993,700	1,033,712	(40,012)
Banquets	36	49	23,400	90,000	(19,500)	203,990	274,490	270,236	4,254
Meetings	100	104	24,000	250,000	(9,000)	174,100	415,100	472,236	(57,136)
Other	50	33	18,000	210,000	(20,000)	212,576	402,576	434,869	(32,293)
Devos Performance Hall	20	22	25,000	120,000	-	89,750	209,750	215,985	(6,235)
Arts Groups	116	120	137,600	447,100	88,140	191,250	726,490	761,630	(35,140)
GRAND TOTALS	497	497	513,000	2,697,100	(46,360)	2,156,066	4,806,806	4,920,065	(113,259)

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

Position	F/Y 2012			F/Y 2013			Change
	VAA	DVP	Total	VAA	DVP	Total	
General Manager	0.50	0.50	1.00	0.50	0.50	1.00	-
Administrative Assistant	0.50	0.50	1.00	0.50	0.50	1.00	-
Director of Finance	0.50	0.50	1.00	0.50	0.50	1.00	-
Accounting Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Accounting Support	1.50	1.50	3.00	1.50	1.50	3.00	-
Box Office Manager	0.80	0.20	1.00	0.80	0.20	1.00	-
Assistant Box Office Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Premium Seat/Suite	1.00	-	1.00	1.00	-	1.00	-
Box Office Support	1.00	-	1.00	1.00	-	1.00	-
Director of Marketing	0.50	0.50	1.00	0.50	0.50	1.00	-
Marketing Manager	1.00	-	1.00	1.00	-	1.00	-
Marketing Support	1.00	-	1.00	1.00	-	1.00	-
Group Sales Manager	1.00	-	1.00	1.00	-	1.00	-
Assistant General Manager - Ops	0.50	0.50	1.00	0.50	0.50	1.00	-
Director of Facilities	0.33	0.67	1.00	0.33	0.67	1.00	-
Maintenance Assistant	0.33	0.67	1.00	0.33	0.67	1.00	-
Maintenance Support	4.00	6.00	10.00	4.00	6.00	10.00	-
Operations Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Operations Support	9.00	8.00	17.00	9.00	8.00	17.00	-
MIS/IT		1.00	1.00		1.00	1.00	-
Assistant General Manager - Sales	-	1.00	1.00	-	1.00	1.00	-
Director of Sales	-	1.00	1.00	-	1.00	1.00	-
Sales Manager		1.00	1.00		1.00	1.00	-
Sales Support	-	1.00	1.00	-	1.00	1.00	-
Director of Event Services	-	1.00	1.00	-	1.00	1.00	-
Event Coordinators	1.00	4.00	5.00	1.00	4.00	5.00	-
House Manager		1.00	1.00		1.00	1.00	-
Receptionist/Admin Support	1.00	1.00	2.00	1.00	1.00	2.00	-
Total	28.46	34.54	63.00	28.46	34.54	63.00	-

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

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Forecast
Net Revenue above Expenses	1,011,652	(602,618)	409,034	236,690
Benchmark++			750,000	750,000
Excess	1,011,652	(602,618)	(340,966)	(513,310)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,375	167,375	334,750	325,000
Incentive Fee				
Revenue	4,997,896	4,838,806	9,836,702	9,383,018
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	97,896	538,806	636,702	283,018
Incentive Fee **	-	-	-	-
Total SMG Management Fee	167,375	167,375	334,750	325,000

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

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

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# **VAN ANDEL ARENA**

**OPERATING BUDGET  
FISCAL YEAR ENDING JUNE 30, 2013**

**\*\*\*INCLUDES MARCH ROLLING FORECAST\*\*\***

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority  
Robert White  
Hank Abate  
Gary McAneney  
John Szudzik  
Richard MacKeigan  
Chris Machuta



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*An SMG Managed Facility*



Van Andel Arena  
Fiscal Year Ending June 30, 2013  
Lead Income Statement

FY 2013 Budget	Prior Year FY 2012 Rolling Forecast	Variance More / (Less)	Percentage Change Increase (Decrease)
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Event Income

Direct Event Income

Rental Income	1,813,803	1,421,316	392,487	27.61%
Service Income	1,248,515	1,230,451	18,064	1.47%
Service Expenses	(1,748,797)	(1,659,822)	(88,975)	5.36%
Total Direct Event Income	1,313,521	991,945	321,576	32.42%

Ancillary Income

F & B Concessions	979,242	874,075	105,167	12.03%
F & B Catering	63,511	70,888	(7,377)	-10.41%
Novelty Sales	92,182	73,652	18,530	25.16%
Booth Cleaning	-	-	-	-
Other Ancillary	-	27,420	(27,420)	-100.00%
Total Ancillary Income	1,134,935	1,046,035	88,900	8.50%

Other Event Income

Ticket Rebates (Per Event)	403,990	315,000	88,990	28.25%
Total Other Event Income	403,990	315,000	88,990	28.25%

Total Event Income

2,852,446	2,352,980	499,466	21.23%
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Other Operating Income

2,145,450	2,078,506	66,944	3.22%
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Adjusted Gross Income

4,997,896	4,431,486	566,410	12.78%
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Operating Expenses

Employee Salaries and Wages	1,959,214	1,885,883	(73,331)	-3.89%
Benefits	534,617	523,593	(11,024)	-2.11%
Less: Event Labor Allocations	(809,451)	(823,905)	(14,454)	1.75%
Net Employee Wages and Benefits	1,684,380	1,585,571	(98,809)	-6.23%
Contracted Services	251,141	233,015	(18,126)	-7.78%
General and Administrative	258,320	256,847	(1,473)	-0.57%
Operations	84,684	81,987	(2,697)	-3.29%
Repair & Maintenance	235,773	203,137	(32,636)	-16.07%
Supplies	184,500	164,667	(19,833)	-12.04%
Insurance	126,871	123,996	(2,875)	-2.32%
Utilities	993,200	947,591	(45,609)	-4.81%
SMG Management Fees	167,375	162,500	(4,875)	-3.00%
Total Operating Expenses	3,986,244	3,759,311	(226,933)	-6.04%

Net Income (Loss) From Operations

1,011,652	672,175	339,477	50.50%
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Other Income (Expenses)

-	-	-	-
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Net Income After Other Income (Expenses)

1,011,652	672,175	339,477	50.50%
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Van Andel Arena  
Fiscal Year Ending June 30, 2013  
Summary of Service Income

		Prior Year FY 2012 Rolling Forecast	Variance More / (Less)
	Total		
Gross Services Billed			
Advertising	324,935	320,234	4,701
Labor	10,521	10,369	152
Changeover	73,294	72,234	1,060
Stagehands	392,465	386,787	5,678
Security	60,358	59,485	873
Ushers/Ticket Takers	52,978	52,212	766
Box Office - Labor	4,401	4,338	63
Box Office - Ticket Service	62,467	61,563	904
City/Police/Fire	6,072	5,984	88
EMT's	9,355	9,219	136
Cleaning	55,671	54,866	805
Group Sales Commission	15,941	15,710	231
Telephone	9,510	9,372	138
Other Production	170,545	168,078	2,467
Total Service Income Billed	1,248,515	1,230,451	18,062
Gross Services Expense			
Advertising	325,734	309,162	16,572
Labor	7,863	7,463	400
Contracted Changeover	123,040	116,780	6,260
Stagehands	384,291	364,740	19,551
Contracted Security	151,987	144,254	7,733
Contracted Ushers/Ticket Takers	136,183	129,255	6,928
Box Office Labor	3,093	2,936	157
Contracted Ticketing Service	52,126	49,474	2,652
City/Police/Fire	12,894	12,238	656
Contracted EMT's	18,651	17,702	949
Contracted Cleaning	129,410	122,826	6,584
Group Sales Commission	6,065	5,756	309
Allocated Telephone	2,618	2,485	133
Other Production Expense	394,843	374,754	20,089
Total Services Expense	1,748,797	1,659,822	88,973
Total Service Income (Loss)	(500,282)	(429,371)	(70,911)

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**SMG Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary Report**  
**For Fiscal Year Ending June 30, 2013**

Event Type	Events/Days		Attendance	Rent	Service	Ancillary	Total	FY 2012	Variance
	FY 2013	FY 2012							
Family Shows	20	22	57,500	194,800	(105,331)	96,286	185,755	203,129	(17,374)
Sports	11	8	52,000	272,900	(142,921)	178,776	308,755	240,002	68,753
Concerts	21	20	181,500	783,503	55,800	779,223	1,618,526	1,207,619	410,907
Griffins	38	38	224,200	368,600	(290,130)	446,348	524,818	552,612	(27,794)
Other	11	11	50,000	161,000	15,300	38,292	214,592	149,618	64,974
GRAND TOTALS	101	99	565,200	1,780,803	(467,282)	1,538,925	2,852,446	2,352,980	499,466

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

Position	F/Y 2012			F/Y 2013			Change
	VAA	DVP	Total	VAA	DVP	Total	
General Manager	0.50	0.50	1.00	0.50	0.50	1.00	-
Administrative Assistant	0.50	0.50	1.00	0.50	0.50	1.00	-
Director of Finance	0.50	0.50	1.00	0.50	0.50	1.00	-
Accounting Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Accounting Support	1.50	1.50	3.00	1.50	1.50	3.00	-
Box Office Manager	0.80	0.20	1.00	0.80	0.20	1.00	-
Assistant Box Office Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Premium Seat/Suite	1.00	-	1.00	1.00	-	1.00	-
Box Office Support	1.00	-	1.00	1.00	-	1.00	-
Director of Marketing	0.50	0.50	1.00	0.50	0.50	1.00	-
Marketing Manager	1.00	-	1.00	1.00	-	1.00	-
Marketing Support	1.00	-	1.00	1.00	-	1.00	-
Group Sales Manager	1.00	-	1.00	1.00	-	1.00	-
Assistant General Manager - Ops	0.50	0.50	1.00	0.50	0.50	1.00	-
Director of Facilities	0.33	0.67	1.00	0.33	0.67	1.00	-
Maintenance Assistant	0.33	0.67	1.00	0.33	0.67	1.00	-
Maintenance Support	4.00	6.00	10.00	4.00	6.00	10.00	-
Operations Manager	1.00	1.00	2.00	1.00	1.00	2.00	-
Operations Support	9.00	8.00	17.00	9.00	8.00	17.00	-
MIS/IT		1.00	1.00		1.00	1.00	-
Assistant General Manager - Sales	-	1.00	1.00	-	1.00	1.00	-
Director of Sales	-	1.00	1.00	-	1.00	1.00	-
Sales Manager		1.00	1.00		1.00	1.00	-
Sales Support	-	1.00	1.00	-	1.00	1.00	-
Director of Event Services	-	1.00	1.00	-	1.00	1.00	-
Event Coordinators	1.00	4.00	5.00	1.00	4.00	5.00	-
House Manager		1.00	1.00		1.00	1.00	-
Receptionist/Admin Support	1.00	1.00	2.00	1.00	1.00	2.00	-
Total	28.46	34.54	63.00	28.46	34.54	63.00	-

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

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Forecast
Net Revenue above Expenses	1,011,652	(602,618)	409,034	236,690
Benchmark++			750,000	750,000
Excess	1,011,652	(602,618)	(340,966)	(513,310)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,375	167,375	334,750	325,000
Incentive Fee				
Revenue	4,997,896	4,838,806	9,836,702	9,383,018
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	97,896	538,806	636,702	283,018
Incentive Fee **	-	-	-	-
Total SMG Management Fee	167,375	167,375	334,750	325,000

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

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



**Memorandum**

**To: CAA Finance Committee; CAA Board Members**

**From: Kathy Bart**

**Date: Monday, April 30, 2012**

**Re: 5 Year Rate Approval**

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As in past years, we have established a 5 year rate card for DeVos Place in order to have the opportunity to guarantee rates to potential clients.

Rental rates at DeVos Place have not increased more than 3.25% each year. Most increases have been in the 2.75% - 3% range. And our rates continue to be in the middle range of buildings in the Midwest.

In addition, for comparison of national trends on rental rates, we reviewed the 27th annual PwC Convention Center Report that provide the results of the 2011 survey of convention center management. (The survey included exhibit hall occupancy, event volume, attendance, space rental, rates, food & beverage revenues, and hotel room nights.) Centers were asked to identify gross rental revenue for leasable space (exhibit hall, meeting rooms, and ballroom) associated with the event types.

Launched in 1985, the annual PwC Convention Center Survey continues to serve its core purpose of evaluating trends in the North American convention industry while also enabling facility managers and marketers to gauge their facility's operating performance.

We continue to have the flexibility to discount or increase the rack rates 20% which gives the opportunity to be competitive in the bidding process. The ability to have flexible rental rates has been successful when working with the Grand Rapids CVB and hotel community on larger conventions when competition in other cities has been intense.



**DEVOS PLACE**



## ROOM RENTAL RATES

FY 2013 (July 1, 2012 – June 30, 2013)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$2,900 vs 12%	\$2,900/1 <sup>st</sup> Performance \$1,450/2 <sup>nd</sup> Performance	N/A	N/A	\$2,900	N/A
DeVos Hall (Fri-Sat)	\$3,400 vs 12%	\$3,400/1 <sup>st</sup> Performance \$1,700/2 <sup>nd</sup> Performance	N/A	N/A	\$2,900	N/A
Hall A-C	\$18,975 vs 12%	N/A	\$15,600 or \$.25 net sq. ft.	\$18,975 or \$.29 net sq. ft.	\$18,975	\$9,750
Hall A-B or B-C	\$12,650 vs 12%	N/A	\$10,400 or \$.25 net sq. ft.	\$12,650 or \$.29 net sq. ft.	\$12,650	\$6,500
Hall A, B, Or C	\$6,325 vs 12%	N/A	\$5,200 or \$.25 net sq. ft.	\$6,325 or \$.29 net sq. ft.	\$6,325	\$3,250
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,400 vs 12%	N/A	\$1,150 or \$.25 net sq. ft.	\$1,400 or \$.29 net sq. ft.	\$1,400	\$1,000
Meeting Rooms Grand Gallery Individual	\$475 vs 12%	N/A	\$475 or \$.25 net sq. ft.	\$475 or \$.29 net sq. ft.	\$475	\$475
Ballroom	\$5,600 vs 12%	N/A	\$4,600 or \$.25 net sq. ft.	\$5,600 or \$.29 net sq. ft.	\$5,600	\$3,300
Ballroom A,B,C-D	\$1,950 vs 12%	N/A	\$1,850 or \$.25 net sq. ft.	\$1,950 or \$.29 net sq. ft.	\$1,950	\$1,500
Ballroom C or D	\$1,100 vs 12%	N/A	\$1,050 or \$.25 net sq. ft.	\$1,100 or \$.29 net sq. ft.	\$1,100	\$1,000
River Overlook Meeting Rooms	\$475 vs 12%	N/A	\$475 per day	\$475 per day	\$475	\$475
Board Room	N/A	N/A	\$525 per day	\$525 per day	\$525	\$525
Monroe Meeting Rooms A-D	\$1,000 vs 12%	N/A	\$950 per day	\$1,000 per day	\$1,000	\$950
Monroe Meeting Room B, C, or D	N/A	N/A	\$375 per day	\$375 per day	\$375	\$375
Recital Hall or Monroe Meeting Room A	\$700 vs 12%	N/A	\$700 per day	\$700 per day	\$700	\$700

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.



## ROOM RENTAL RATES

FY 2014 (July 1, 2013 – June 30, 2014)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$3,000 vs 12%	\$3,000/1 <sup>st</sup> Performance \$1,500/2 <sup>nd</sup> Performance	N/A	N/A	\$3,000	N/A
DeVos Hall (Fri-Sat)	\$3,500 vs 12%	\$3,500/1 <sup>st</sup> Performance \$1,750/2 <sup>nd</sup> Performance	N/A	N/A	\$3,000	N/A
Hall A-C	\$19,500 vs 12%	N/A	\$16,125 or \$.25 net sq. ft.	\$19,500 or \$.29 net sq. ft.	\$19,500	\$10,050
Hall A-B or B-C	\$13,000 vs 12%	N/A	\$10,750 or \$.25 net sq. ft.	\$13,000 or \$.29 net sq. ft.	\$13,000	\$6,700
Hall A, B, Or C	\$6,500 vs 12%	N/A	\$5,375 or \$.25 net sq. ft.	\$6,500 or \$.29 net sq. ft.	\$6,500	\$3,350
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,450 vs 12%	N/A	\$1,200 or \$.25 net sq. ft.	\$1,450 or \$.29 net sq. ft.	\$1,450	\$1,025
Meeting Rooms Grand Gallery Individual	\$500 vs 12%	N/A	\$500 or \$.25 net sq. ft.	\$500 or \$.29 net sq. ft.	\$500	\$500
Ballroom	\$5,750 vs 12%	N/A	\$4,750 or \$.25 net sq. ft.	\$5,750 or \$.29 net sq. ft.	\$5,750	\$3,400
Ballroom A,B,C-D	\$2,000 vs 12%	N/A	\$1,900 or \$.25 net sq. ft.	\$2,000 or \$.29 net sq. ft.	\$2,000	\$1,550
Ballroom C or D	\$1,150 vs 12%	N/A	\$1,100 or \$.25 net sq. ft.	\$1,150 or \$.29 net sq. ft.	\$1,150	\$1,050
River Overlook Meeting Rooms	\$500 vs 12%	N/A	\$500 per day	\$500 per day	\$500	\$500
Board Room	N/A	N/A	\$550 per day	\$550 per day	\$550	\$550
Monroe Meeting Rooms A-D	\$1,050 vs 12%	N/A	\$1,000 per day	\$1,050 per day	\$1,050	\$1,000
Monroe Meeting Room B, C, or D	N/A	N/A	\$400 per day	\$400 per day	\$400	\$400
Recital Hall or Monroe Meeting Room A	\$750 vs 12%	N/A	\$750 per day	\$750 per day	\$750	\$750

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# ROOM RENTAL RATES

FY 2015 (July 1, 2014 – June 30, 2015)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$3,100 vs 12%	\$3,100/1 <sup>st</sup> Performance \$1,550/2 <sup>nd</sup> Performance	N/A	N/A	\$3,100	N/A
DeVos Hall (Fri-Sat)	\$3,600 vs 12%	\$3,600/1 <sup>st</sup> Performance \$1,800/2 <sup>nd</sup> Performance	N/A	N/A	\$3,100	N/A
Hall A-C	\$20,025 vs 12%	N/A	\$16,650 or \$.25 net sq. ft.	\$20,025 or \$.29 net sq. ft.	\$20,025	\$10,350
Hall A-B or B-C	\$13,350 vs 12%	N/A	\$11,100 or \$.25 net sq. ft.	\$13,350 or \$.29 net sq. ft.	\$13,350	\$6,900
Hall A, B, Or C	\$6,675 vs 12%	N/A	\$5,550 or \$.25 net sq. ft.	\$6,675 or \$.29 net sq. ft.	\$6,675	\$3,450
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,500 vs 12%	N/A	\$1,250 or \$.25 net sq. ft.	\$1,500 or \$.29 net sq. ft.	\$1,500	\$1,050
Meeting Rooms Grand Gallery Individual	\$525 vs 12%	N/A	\$525 or \$.25 net sq. ft.	\$525 or \$.29 net sq. ft.	\$525	\$525
Ballroom	\$5,900 vs 12%	N/A	\$4,900 or \$.25 net sq. ft.	\$5,900 or \$.29 net sq. ft.	\$5,900	\$3,500
Ballroom A,B,C-D	\$2,050 vs 12%	N/A	\$1,950 or \$.25 net sq. ft.	\$2,050 or \$.29 net sq. ft.	\$2,050	\$1,600
Ballroom C or D	\$1,200 vs 12%	N/A	\$1,150 or \$.25 net sq. ft.	\$1,200 or \$.29 net sq. ft.	\$1,200	\$1,100
River Overlook Meeting Rooms	\$525 vs 12%	N/A	\$525 per day	\$525 per day	\$525	\$525
Board Room	N/A	N/A	\$575 per day	\$575 per day	\$575	\$575
Monroe Meeting Rooms A-D	\$1,100 vs 12%	N/A	\$1,050 per day	\$1,100 per day	\$1,100	\$1,050
Monroe Meeting Room B, C, or D	N/A	N/A	\$425 per day	\$425 per day	\$425	\$425
Recital Hall or Monroe Meeting Room A	\$775 vs 12%	N/A	\$775 per day	\$775 per day	\$775	\$775

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## ROOM RENTAL RATES

FY 2016 (July 1, 2015 – June 30, 2016)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$3,200 vs 12%	\$3,200/1 <sup>st</sup> Performance \$1,600/2 <sup>nd</sup> Performance	N/A	N/A	\$3,200	N/A
DeVos Hall (Fri-Sat)	\$3,700 vs 12%	\$3,700/1 <sup>st</sup> Performance \$1,850/2 <sup>nd</sup> Performance	N/A	N/A	\$3,200	N/A
Hall A-C	\$20,550 vs 12%	N/A	\$17,175 or \$.25 net sq. ft.	\$20,550 or \$.29 net sq. ft.	\$20,550	\$10,650
Hall A-B or B-C	\$13,700 vs 12%	N/A	\$11,450 or \$.25 net sq. ft.	\$13,700 or \$.29 net sq. ft.	\$13,700	\$7,100
Hall A, B, Or C	\$6,850 vs 12%	N/A	\$5,725 or \$.25 net sq. ft.	\$6,850 or \$.29 net sq. ft.	\$6,850	\$3,550
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,550 vs 12%	N/A	\$1,300 or \$.25 net sq. ft.	\$1,550 or \$.29 net sq. ft.	\$1,550	\$1,075
Meeting Rooms Grand Gallery Individual	\$550 vs 12%	N/A	\$550 or \$.25 net sq. ft.	\$550 or \$.29 net sq. ft.	\$550	\$550
Ballroom	\$6,050 vs 12%	N/A	\$5,050 or \$.25 net sq. ft.	\$6,050 or \$.29 net sq. ft.	\$6,050	\$3,600
Ballroom A,B,C-D	\$2,100 vs 12%	N/A	\$2,000 or \$.25 net sq. ft.	\$2,100 or \$.29 net sq. ft.	\$2,100	\$1,650
Ballroom C or D	\$1,250 vs 12%	N/A	\$1,200 or \$.25 net sq. ft.	\$1,250 or \$.29 net sq. ft.	\$1,250	\$1,150
River Overlook Meeting Rooms	\$550 vs 12%	N/A	\$550 per day	\$550 per day	\$550	\$550
Board Room	N/A	N/A	\$600 per day	\$600 per day	\$600	\$600
Monroe Meeting Rooms A-D	\$1,150 vs 12%	N/A	\$1,100 per day	\$1,150 per day	\$1,150	\$1,100
Monroe Meeting Room B, C, or D	N/A	N/A	\$450 per day	\$450 per day	\$450	\$450
Recital Hall or Monroe Meeting Room A	\$825 vs 12%	N/A	\$825 per day	\$825 per day	\$825	\$825

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## ROOM RENTAL RATES

FY 2017 (July 1, 2016 – June 30, 2017)

ROOM	PERFORM	ARTS GROUPS	CONVENTION	CONSUMER	ONE DAY MEETING	BANQUET
DeVos Hall (Sun – Thurs)	\$3,300 vs 12%	\$3,300/1 <sup>st</sup> Performance \$1,650/2 <sup>nd</sup> Performance	N/A	N/A	\$3,800	N/A
DeVos Hall (Fri-Sat)	\$3,800 vs 12%	\$3,800/1 <sup>st</sup> Performance \$1,900/2 <sup>nd</sup> Performance	N/A	N/A	\$4,300	N/A
Hall A-C	\$21,075 vs 12%	N/A	\$17,700 or \$.25 net sq. ft.	\$21,075 or \$.29 net sq. ft.	\$21,075	\$10,950
Hall A-B or B-C	\$14,050 vs 12%	N/A	\$11,800 or \$.25 net sq. ft.	\$14,050 or \$.29 net sq. ft.	\$14,050	\$7,300
Hall A, B, Or C	\$7,025 vs 12%	N/A	\$5,900 or \$.25 net sq. ft.	\$7,025 or \$.29 net sq. ft.	\$7,025	\$3,650
Meeting Rooms Grand Gallery 1 <sup>st</sup> or 2 <sup>nd</sup>	\$1,600 vs 12%	N/A	\$1,350 or \$.25 net sq. ft.	\$1,600 or \$.29 net sq. ft.	\$1,600	\$1,100
Meeting Rooms Grand Gallery Individual	\$575 vs 12%	N/A	\$575 or \$.25 net sq. ft.	\$575 or \$.29 net sq. ft.	\$575	\$575
Ballroom	\$6,200 vs 12%	N/A	\$5,200 or \$.25 net sq. ft.	\$6,200 or \$.29 net sq. ft.	\$6,200	\$3,700
Ballroom A,B,C-D	\$2,150 vs 12%	N/A	\$2,050 or \$.25 net sq. ft.	\$2,150 or \$.29 net sq. ft.	\$2,150	\$1,700
Ballroom C or D	\$1,300 vs 12%	N/A	\$1,250 or \$.25 net sq. ft.	\$1,300 or \$.29 net sq. ft.	\$1,300	\$1,200
River Overlook Meeting Rooms	\$575 vs 12%	N/A	\$575 per day	\$575 per day	\$575	\$575
Board Room	N/A	N/A	\$625 per day	\$625 per day	\$625	\$625
Monroe Meeting Rooms A-D	\$1,200 vs 12%	N/A	\$1,150 per day	\$1,200 per day	\$1,200	\$1,150
Monroe Meeting Room B, C, or D	N/A	N/A	\$475 per day	\$475 per day	\$475	\$475
Recital Hall or Monroe Meeting Room A	\$850 vs 12%	N/A	\$850 per day	\$850 per day	\$850	\$850

As managers of DeVos Place, SMG has the right to negotiate rental rates with clients, but agrees that such negotiations will be limited to an increase or reduction no greater than 20% of approved rental rates. These fluctuations may be considered if it became the shared position of affected area businesses that mutual special consideration is necessary to attract the business. SMG also has the right to negotiate rates for labor and equipment in accordance with industry standards, including charging for items which may not be included on this rental rate sheet.

# VAN ANDEL ARENA® WEEKLY

DATE '12	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, May 23	Available					
Thur, May 24	Available					
Fri, May 25	Available					
Sat, May 26	Red Hot Chili Peppers	BF	CHRIS	Arena	9:00 AM 2:00 PM 5:00 PM 7:00 PM 8P-8:45P 8:45P-9:15P 9:15P-11P 10:30 PM 10:45 PM	Load-in Chair set Security meeting Doors Little Dragon Intermission Red Hot Chili Peppers Load-out call Changeover/Clean-up call
		LD		Banquet All	8A-9P	Backstage catering
Sun, May 27	Available					
Mon, May 28	<b>Closed – Memorial Day</b> 					
Tue, May 29	Cirque du Soleil – Quidam	BF		Arena	8:00 AM	Load-in
Wed, May 30	Cirque du Soleil – Quidam	BF	LYNNE	Arena	7:30 PM	Performance
Thur, May 31	Cirque du Soleil – Quidam	BF	JIM	Arena	7:30 PM	Performance
Fri, Jun 1	Cirque du Soleil – Quidam	BF		Arena	7:30 PM	Performance
Sat, Jun 2	Cirque du Soleil – Quidam	BF		Arena	3:30 PM 7:30 PM	Performance Performance
Sun, Jun 3	Cirque du Soleil – Quidam	BF		Arena	1:00 PM 5:00 PM	Performance Performance
Mon, Jun 4	General Motors	JD		Plaza	7:30 AM	Load-in
Tue, Jun 5	General Motors	JD		5/3 Bank Vault	7:30 AM	Breakfast meeting
Wed, Jun 6	Roger Waters	BF		Arena	8:00 PM	Performance
Thur, Jun 7	United Way - Project Blue Print	LD		Banquet All	5:00 PM	Graduation ceremony
Fri, Jun 8	Available					
Sat, Jun 9	Available					
Sun, Jun 10	Available					
Mon, Jun 11	Available					
Tue, Jun 12	Available					
Wed, Jun 13	Available					
Thur, Jun 14	Barry Manilow	BF		Arena	7:30 PM	Performance
Fri, Jun 15	SMG					Scoreboard maintenance
Sat, Jun 16	SMG					Scoreboard maintenance
Sun, Jun 17	SMG					Scoreboard maintenance
Mon, Jun 18	SMG					Scoreboard maintenance
Tue, Jun 19	SMG					Scoreboard maintenance
Wed, Jun 20	SMG					Scoreboard maintenance
Thur, Jun 21	SMG					Scoreboard maintenance
Fri, Jun 22	SMG					Scoreboard maintenance
Sat, Jun 23	SMG					Scoreboard maintenance
Sun, Jun 24	Cheap Trick	BF		Arena	7:00 PM	Performance

June 2012

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
FRI. JUNE 1	2012 MJVBA STATE CHAMPIONSHIPS	EH A-C BALL A-D GGA-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP	CJ	NONE	NONE	NONE	MI Dock Lyon Dock Welsh Lobby Host Desk
	DISHER DESIGN & DEVELOPMENT	CHASE	8:00AM-11:59PM	MEETING	MR	None	None	None	Host Desk Welsh Lobby
SAT. JUNE 2	2012 MJVBA STATE CHAMPIONSHIPS	EH A-C BALL A-D GGA-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	PERFORMANCE PERFORMANCE PERFORMANCE	CJ	NONE	Team of 2 7:00am- 10:00pm	Team of 2 7:00am- 10:00pm	Welsh Lobby Host Desk
SUN. JUNE 3	2012 MJVBA STATE CHAMPIONSHIPS	EH A-C BALL A-D GGA-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	PERFORMANCE PERFORMANCE PERFORMANCE	CJ	NONE	Team of 2 7:00am- 7:00pm	Team of 2 7:00am- 7:00pm	Welsh Lobby Host Desk
MON. JUNE 4	DARK								
TUES. JUNE 5	GVSU ENRICHMENT DINNER	STEELCASE BALL SECCHIA LOBBY	8:00AM-11:59PM 8:00AM-11:59PM	SETUP REGISTRATION	DA	NONE	NONE	NONE	Lyon Dock
WED. JUNE 6	GVSU ENRICHMENT DINNER	STEELCASE BALL SECCHIA LOBBY GG LOBBY GG ABC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	DINNER REGISTRATION RECEPTION RECEPTION	DA	NONE	Team of 2 5:00pm- 11:00pm	NONE	Welsh Host Desk Lyon
THURS. JUNE 7	DARK								
FRI. JUNE 8	CITY MANAGERS MEETING	GGO A	8:00AM-11:59PM	MEETING	DA	NONE	NONE	NONE	NONE
	SMG	WEST GG	12:00PM- TBD	SMG POTLUCK					
SAT. JUNE 9	TOM JOYNER COMEDIANS	DVPH	12PM-5PM 8PM-10:30PM 10:30PM-1:30PM	MOVE IN PERFORMANCE MOVE OUT	JH	AS NEEDED 6:30PM-11PM	2 EMT 6:30PM- 11PM	2 TRAFFIC 6:30PM-11PM	TBD
SUN. JUNE 10	DARK								
MON. JUNE 11	DARK								
TUES. JUNE 12	AN EVENING WITH THE MACKINAC CENTER ACTON INSTITUTE	GG A-F	8:00AM-11:59PM	DINNER	MR	None	None	None	Host Desk
		BALL CD BALL CD PRE BUS. CNTR CHASE RO A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP EXHIBIT OFFICE MEETING MEETING	JD	None	None	None	Host Desk/Office Guard Welsh Lobby
WED. JUNE 13	ACTON INSTITUTE	BALL CD BALL CD PRE BUS. CNTR CHASE GGA-F GGO A-H RO AB	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION EXHIBIT OFFICE MEETING BREAKOUT BREAKOUT MEETING	JD	None	None	None	Host Desk/Office Guard Welsh Lobby
	RIGGING INSPECTION	DVPH	8:00AM - 5:00PM	INSPECTION	AK	0	0	0	0
THURS. JUNE 14	ACTON INSTITUTE	BALL CD BALL CD PRE BUS. CNTR CHASE GG A-F GGO A-H RO AB	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION EXHIBIT OFFICE MEETING BREAKOUT BREAKOUT MEETING	JD	None	None	None	Host Desk/Office Guard Welsh Lobby

# June 2012

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
FRI. JUNE 15	ACTION INSTITUTE	BALL CD	8:00AM-11:59PM	GENERAL SESSION	JD	None	None	None	Host Desk/Office Guard Welsh Lobby
		BALL CD PRE	8:00AM-11:59PM	EXHIBIT					
		BUS. CNTR	8:00AM-11:59PM	OFFICE					
		CHASE	8:00AM-11:59PM	MEETING					
		GG A-F	8:00AM-11:59PM	BREAKOUT					
SAT. JUNE 16	NEW TECH 2012 NEW SCHOOLS MEETING	GG A-F	8:00AM-11:59PM	BREAKOUT	DA	NONE	NONE	NONE	Welsh Lobby
		RO A-B	8:00AM-11:59PM	MEETING					
		BUS. CNTR	8:00AM-11:59PM	SETUP					
		CHASE	8:00AM-11:59PM	SETUP					
		GGO H	8:00AM-11:59PM	OFFICE					
SUN. JUNE 17	ZUMBATHON!	BALL A COAT	8:00AM-11:59PM	STORAGE	MR	None	Team of 2 EMT 5:00p-9:00p	None	Host Desk Welsh Lobby
		BALL AB	8:00AM-11:59PM	PERFORMANCE					
		BALL AB PRE	8:00AM-11:59PM	REGISTRATION					
		EH C	8:00AM-11:59PM	SETUP					
		BALL A COAT	8:00AM-11:59PM	STORAGE					
	SPARTAN STORES CENTER STORE- GROCERY SHOW	BALL CD	8:00AM-11:59PM	SETUP	DA	NONE	NONE	NONE	MI Dock Host Desk
		BUS. CNTR	8:00AM-11:59PM	SETUP					
		CHASE	8:00AM-11:59PM	SETUP					
		GG A-F	8:00AM-11:59PM	SETUP					
		GG A-H	8:00AM-11:59PM	SETUP					
MON. JUNE 18	NEW TECH 2012 NEW SCHOOLS MEETING	RO A-F	8:00AM-11:59PM	SETUP	CJ	NONE	NONE	NONE	MI Dock Host Desk
		MON A-D	8:00AM-11:59PM	SETUP					
		EH C	8:00AM-11:59PM	SETUP					
		BALL A COAT	8:00AM-11:59PM	STORAGE					
		BALL CD	8:00AM-11:59PM	SESSION					
TUES. JUNE 19	SPARTAN STORES CENTER STORE- GROCERY SHOW	BUS. CNTR	8:00AM-11:59PM	BREAKOUT	DA	NONE	NONE	NONE	Welsh Lobby, Host Desk, Monroe Lobby
		CHASE	8:00AM-11:59PM	BREAKOUT					
		GG A-F	8:00AM-11:59PM	BREAKOUT					
		GG A-H	8:00AM-11:59PM	BREAKOUT					
		MON A-D	8:00AM-11:59PM	BREAKOUT					
	NEW TECH 2012 NEW SCHOOLS MEETING	RO A-F	8:00AM-11:59PM	BREAKOUT	CJ	NONE	NONE	NONE	MI Dock Host Desk
		EH C	8:00AM-11:59PM	SETUP					
		BALL A COAT	8:00AM-11:59PM	STORAGE					
		BALL CD	8:00AM-11:59PM	SESSION					
		BUS. CNTR	8:00AM-11:59PM	BREAKOUT					
WED. JUNE 20	SPARTAN STORES CENTER STORE- GROCERY SHOW	CHASE	8:00AM-11:59PM	BREAKOUT	DA	NONE	NONE	NONE	Welsh Lobby, Host Desk, Monroe Lobby
		GG A-F	8:00AM-11:59PM	BREAKOUT					
		GG A-H	8:00AM-11:59PM	BREAKOUT					
		MON A-D	8:00AM-11:59PM	BREAKOUT					
		RO A-F	8:00AM-11:59PM	BREAKOUT					
	NEW TECH 2012 NEW SCHOOLS MEETING	BALL AB	8:00AM-11:59PM	DINNER	CJ	NONE	NONE	NONE	Host Desk Welsh Lobby
		BALL AB PRE	8:00AM-11:59PM	RECEPTION					
		EH C	8:00AM-11:59PM	SETUP					
		BALL A COAT	8:00AM-11:59PM	STORAGE					
		BALL CD	8:00AM-11:59PM	SESSION					
THURS. JUNE 21	SPARTAN STORES CENTER STORE- GROCERY SHOW	BUS. CNTR	8:00AM-11:59PM	BREAKOUT	DA	NONE	NONE	NONE	Welsh Lobby, Host Desk, Monroe Lobby
		CHASE	8:00AM-11:59PM	BREAKOUT					
		GG A-F	8:00AM-11:59PM	BREAKOUT					
		GG A-H	8:00AM-11:59PM	BREAKOUT					
		MON A-D	8:00AM-11:59PM	BREAKOUT					
	NEW TECH 2012 NEW SCHOOLS MEETING	RO A-F	8:00AM-11:59PM	BREAKOUT	CJ	NONE	NONE	NONE	Host Desk Welsh Lobby
		BALL AB	8:00AM-11:59PM	BREAKFAST					
		EH C	8:00AM-11:59PM	EXHIBIT					
		BALL A COAT	8:00AM-11:59PM	STORAGE					
		BALL CD	8:00AM-11:59PM	SESSION					

# June 2012

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
	MEETING	BUS. CNTR CHASE GG A-F GGO A-H MON A-D 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	BREAKOUT BREAKOUT BREAKOUT BREAKOUT BREAKOUT STORAGE					Host Desk, Monroe Lobby
FRI. JUNE 22	SPARTAN STORES CENTER STORE- GROCERY SHOW	BALL A COAT	8:00AM-11:59PM	STORAGE	CJ	NONE	NONE	NONE	NONE
	NEW TECH 2012 NEW SCHOOLS MEETING	BALL CD BUS. CNTR CHASE GG A-F GGO A-H MON A-D 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 8:00AM-11:59PM	SESSION BREAKOUT BREAKOUT BREAKOUT BREAKOUT BREAKOUT BREAKOUT	DA	NONE	NONE	NONE	Welsh Lobby, Host Desk, Monroe Lobby
SAT. JUNE 23	THE SCREWTAPE LETTERS	DVPH	6:00AM-3:00PM 4:00PM - 5:15PM 5:15PM-5:30PM 8:00PM - 9:15PM 9:15PM - 9:30PM 9:30PM - 12AM	MOVE IN PERFORMANCE TALK-BACK PERFORMANCE TALK-BACK MOVE OUT	JH	AS NEEDED 2:30PM - 6PM & 6:30PM - 10PM	2 EMT 2:30PM - 6PM & 6:30PM - 10PM	2 TRAFFIC 2:30PM - 6PM & 6:30PM - 10PM	STAGE DOOR, LOBBY
SUN. JUNE 24	THE RETAIL SUCCESS SUMMIT	BALL CD BALL D COAT BUS. CNTR	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP OFFICE OFFICE	CJ	NONE	NONE	NONE	Host Desk
MON. JUNE 25	THE RETAIL SUCCESS SUMMIT	BALL CD BALL D COAT BUS. CNTR GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING OFFICE OFFICE BREAKOUT	CJ	NONE	NONE	NONE	Host Desk
TUES. JUNE 26	THE RETAIL SUCCESS SUMMIT	BALL CD BALL D COAT BUS. CNTR GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING OFFICE OFFICE BREAKOUT	CJ	NONE	NONE	NONE	Host Desk
WED. JUNE 27	US TABLE TENNIS ASSOCIATION	EH A-C	8:00AM-11:59PM	SETUP	JD	None	None	None	(3) MI DOCK Overnight
THURS. JUNE 28	US TABLE TENNIS ASSOCIATION	EH A-C	8:00AM-11:59PM	SETUP	JD	None	None	None	(3) MI DOCK Overnight
FRI. JUNE 29	US TABLE TENNIS ASSOCIATION	EH A-C	8:00AM-11:59PM	SETUP	JD	None	None	None	(3) MI DOCK Overnight
SAT. JUNE 30	US TABLE TENNIS ASSOCIATION	EH A-C GG GG A-F	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	TOURNAMENT REGISTRATION STORAGE	JD	None	None	None	Overnight Badge Check