



## Board of Directors

Friday, March 5, 2010  
8:30 a.m. – 9:30 a.m.  
Kent County Commission Chambers  
300 Monroe, NW – Grand Rapids, MI

### AGENDA

- |   |             |
|---|-------------|
| <b>I. Call to Order</b>   |             |
| <b>II. Approval of January 27, 2010, Minutes</b>                              | Action      |
| <b>III. Committee Reports</b>   |             |
| A. Operations Committee   | Information |
| i. CVB Report   | Information |
| B. Finance Committee  |             |
| i. SMG January 2010 Financial Statements<br>DeVos Place® and Van Andel Arena® | Action      |
| ii. CAA January 2010 Financial Statements                                     | Action      |
| iii. Consolidated Financial Statement as of<br>December 31, 2009              | Information |
| <b>IV. Recommendation Regarding Arena Concourse Expansion</b>                 | Action      |
| <b>V. SMG Report and Facilities Calendars</b>                                 | Information |
| <b>VI. Public Comment</b>   |             |
| <b>VII. Adjournment</b>   |             |
| <b>VIII. Next Meeting Date: Friday, April 2, 2010, 8:30 a.m.</b>              |             |

Convention  
Arena  
Authority

Steven Heacock,  
Chairman  
Birgit Klohs  
Floyd Wilson, Jr.  
Gary McNerney  
George Heartwell  
Joseph Tomaselli  
Lew Chamberlin



Van Andel Arena®  
130 West Fulton  
Grand Rapids, MI 49503-2601  
616.742.6600  
Fax 616.742.6197

**DEVOS PLACE**

DeVos Place®  
303 Monroe Ave. NW  
Grand Rapids, MI 49503-2233  
616.742.6500  
Fax 616.742.6590



## MINUTES OF THE GRAND RAPIDS-KENT COUNTY CONVENTION/ARENA AUTHORITY BOARD OF DIRECTORS MEETING Wednesday, January 27, 2010

### I. Call to Order

Steven R. Heacock, Chairperson, called the meeting to order at 8:05 a.m. Birgit Klohs, Secretary/Treasurer, recorded the meeting minutes.

#### Attendance

Members Present: Steve Heacock, Chairperson  
Lew Chamberlin  
George Heartwell  
Birgit Klohs  
Floyd Wilson, Jr.

Members Absent: Gary McInerney  
Joe Tomaselli

Staff/Others:	Henri Boucher	ShowSpan
	David Czurak	<i>Grand Rapids Business Journal</i>
	Jim Day	Kent County
	Daryl Delabbio	Kent County
	Brian Dykema	Interested Citizen
	Tim Gortsema	Grand Rapids Griffins
	George Helmstead	CVB
	Chris Knappe	<i>The Grand Rapids Press</i>
	Janet Korn	CVB
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Cathleen McDonald	ShowSpan
	Drew Nikodem	IATSE
	Doug Small	CBVB
	Greg Sundstrom	City of Grand Rapids
	Eddie Tadlock	SMG
	Susan Waddell	CAA
	Jana Wallace	City of Grand Rapids
	Jim Watt	SMG
	Richard Wendt	Dickinson Wright
	Robert White	CAA

### II. Oath of Office

Sonja Dean, Chief Deputy Clerk, performed the oath of office for new CAA Board member, Floyd Wilson, Jr.

### III. Wine & Food Festival Post-Event Report

Henri Boucher of ShowSpan attended the meeting to provide a recap of the second annual wine and food festival held last November. Mr. Boucher reported that the festival turned a profit of almost \$32,000 compared to a \$30,000 loss last year. Total expenses decreased 8% due to initial start up costs. Patron

surveys revealed that 83% of the attendees were homeowners, 65% had a college degree, 56% had a household income of \$80,000+, and 75% read a newspaper on a regular basis. Attendance at the festival increased 26.2% to nearly 10,000 patrons. The total number of booths increased from 160 to 213, tasting wines rose from 770 to 1,100, and beers grew from 70 to 145. The restaurants and pairings doubled. Mr. MacKeigan stated that TicketMaster sold 700 advance tickets and the norm is about 100. The average ticket price rose from \$8.74 to \$10.34 because complimentary passes were reduced. Changes and improvements for next year include expanding the Riverfront Market, adding a beer garden in the Welsh Lobby, obtaining more sponsorships, improving the sampling ticket system, educating the restaurants to provide coupons or special offers, and encourage distributors to provide more and better product information. The 2010 festival has been scheduled for the weekend before Thanksgiving, November 18-20.

#### IV. Minutes of Prior Meeting

*Motion: Mr. Heartwell, supported by Mr. Chamberlin, moved to approve the Minutes of the December 2, 2009, meeting of the Grand Rapids-Kent County Convention/Arena Authority. The motion carried unanimously.*

#### V. Committee Reports

##### a. Operations Committee

Mr. Chamberlin reported that Eddie Tadlock presented an update on DeVos Place® bandwidth allocation. We currently have an older technology, the bandwidth capacity is below market optimization, and the wireless backup is insufficient. Mr. Tadlock proposed a short-term solution to include installing a fiber circuit delivered via fiber with Ethernet handoff, while using existing equipment. Bandwidth capacity will increase productivity of the existing infrastructure and this solution will offer a large, cost effective back-up circuit. The project will be funded through the operations budget and staff will continue to look at long-term solutions. Mr. Tadlock also reported to the Committee that SMG has submitted an application to Green Venues Michigan to achieve green certification for DeVos Place®. The Green Venues Michigan program is designed to encourage facilities to adopt cost saving, green practices that conserve natural resources and prevent pollution. The Committee took action to recommend approval of the Financial Services Employment Agreement and CVB Marketing Services Agreement. Mr. MacKeigan informed the Committee that a review of the booking policy is underway.

George Helmstead provided an overview of the CVB's recent sales activities, marketing efforts, and major bid presentations. The CVB exceeded its 2009 booking goal of 125,000 room nights with 126,500. The CVB had 118,000 last year. In the past year, 235 groups met in Grand Rapids and spent \$115 million while here.

##### b. Finance Committee.

###### i. SMG Financial Statements for DeVos Place® and Van Andel Arena®

*Motion: Ms. Klohs, supported by Mr. Heartwell, moved to approve the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the periods ended November 30 and December 31, 2009. After review and discussion, the motion carried unanimously.*

###### ii. CAA Financial Statements

*Motion: Ms. Klohs, supported by Mr. Heartwell, moved to approve the CAA Financial Statements for the periods ended November 30 and December 31, 2009. After review and discussion, the motion carried unanimously.*

VI. Financial Services Employment Agreement with Robert J. White

Mr. MacKeigan recommended approval of a Financial Services Employment Agreement with Bob White, who recently retired from the County. Mr. White's services to the CAA would include cash flow/investments; contract monitoring; staff liaison to city, county, and state agencies; budget monitoring; and maximizing the value of the sale tax exemption. Mr. White would be compensated at a rate of \$125/hour with an annual not to exceed amount of \$25K, based on the CAA's fiscal year (pro-rated amount for the remainder of this year). Mr. White would report directly to the CAA Board.

*Motion: Ms. Klohs, supported by Mr. Heartwell, moved to approve the Financial Services Employment Agreement with Robert J. White. Motion carried unanimously.*

VII. Marketing Services Agreement with Grand Rapids/Kent County  
Convention and Visitors Bureau

Mr. MacKeigan stated that a minor change needs to be made to the original agreement relative to timing. The CVB's auditors recommended that the base and incentive time frames be clearly spelled out in the contract and that any changes be reviewed and documented. For 2007-2008, the base period (payment amount) and incentive period (additional payment amount) timeframes per the written contract differed from those actually observed.

*Motion by Ms. Klohs, support by Mr. Wilson, moved to approve the Marketing Services Agreement. Motion carried unanimously.*

VIII. SMG Report and Facilities Calendar

Mr. MacKeigan presented a summary of the upcoming events that will be held at DeVos Place® and the Van Andel Arena®.

IX. Public Comment

None.

X. Next Meeting Date

The date for next CAA Board meeting is Wednesday, March 5, 2010, 8:30 a.m., in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW.

VIII. Adjournment

There being no other business, the meeting adjourned at 9:20 a.m.

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Birgit M. Klohs, Recording Secretary

# DEVOS PLACE

## DE VOS PLACE

### FINANCIAL STATEMENT FOR THE PERIOD ENDED JANUARY 31, 2010

**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

Howard Feldman

Richard MacKeigan

Chris Machuta



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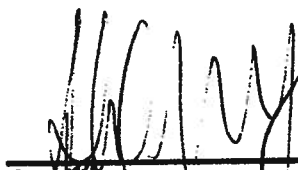
*An SMG Managed Facility*

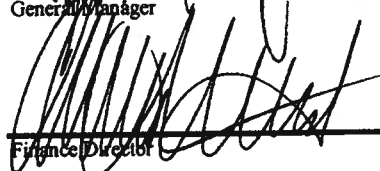
**DE VOS PLACE  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2010**

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	280	271	551	564	(13)
ATTENDANCE	253,155	266,916	520,071	553,300	(33,229)
DIRECT EVENT REVENUE	1,225,309	1,036,876	2,262,185	2,263,000	(815)
ANCILLARY REVENUE	943,954	1,156,071	2,100,025	2,277,255	(177,230)
TOTAL EVENT REVENUE	2,169,263	2,192,947	4,362,210	4,540,255	(178,045)
TOTAL OTHER REVENUE	96,262	25,562	121,824	172,500	(50,676)
TOTAL OPERATING REVENUE	2,265,525	2,218,509	4,484,034	4,712,755	(228,721)
INDIRECT EXPENSES					
EXECUTIVE	94,268	73,988	168,256	173,304	5,048
FINANCE	123,178	90,933	214,111	224,296	10,185
MARKETING	37,671	56,188	93,859	107,726	13,867
OPERATIONS	790,130	696,428	1,486,558	1,529,250	42,692
EVENT SERVICES	499,346	410,000	909,346	889,147	(20,199)
BOX OFFICE	44,340	36,785	81,125	72,570	(8,555)
SALES	192,190	150,523	342,713	346,620	3,907
OVERHEAD	1,061,323	846,871	1,908,194	2,209,432	301,238
TOTAL OPERATING EXP.	2,842,446	2,361,716	5,204,162	5,552,345	348,183
NET REVENUE ABOVE EXPENSES	(576,921)	(143,207)	(720,128)	(839,590)	119,462
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(576,921)	(143,207)	(720,128)	(839,590)	119,462

**Comments:**

January was a successful month in terms of events hosted, however, fell short of budget overall as ancillary income continues to trend below both expectations and prior year. Attendance for the first couple of consumer shows were positive, a trend we think could continue, which will help offset some, but not all of the ancillary shortfall.

  
General Manager

  
Finance Director

**DE VOS PLACE  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JANUARY 31, 2010**

The following schedule summarizes operating results for the current month ending January 31, 2010 and the YTD ending June 30, 2010, compared to budget and to the prior year:

<b>MONTH</b>	<b>January Actual</b>	<b>January Budget</b>	<b>January FY 2009</b>
Number of Events	47	58	41
Attendance	67,694	66,000	58,666
Direct Event Income	\$275,253	\$249,359	\$247,659
Ancillary Income	163,026	242,310	179,686
Other Income	27,288	12,583	10,274
Indirect Expenses	(435,746)	(462,698)	(491,130)
Net Income	\$29,821	\$41,554	(\$53,511)

<b>YTD</b>	<b>YTD 2010 Actual</b>	<b>YTD 2010 Budget</b>	<b>YTD 2009 Prior Year</b>
Number of Events	280	309	314
Attendance	253,155	271,042	253,905
Direct Event Income	\$1,225,309	\$1,050,657	\$1,113,075
Ancillary Income	943,954	1,131,746	1,040,006
Other Income	96,262	87,581	102,725
Indirect Expenses	(2,842,446)	(3,238,889)	(2,941,695)
Net Income	(\$576,921)	(\$968,905)	(\$685,889)

**EVENT INCOME**

Direct event income performed well compared to both budget and prior year, mostly due to the success of the RV Show and Cirque Dreams.

**ANCILLARY INCOME**

Ancillary income continues to fall below expectations.

**INDIRECT EXPENSES**

Indirect expenses were consistent with budget for the month.

**DeVos Place**  
**Income Statement**  
**For the Seven Months Ending January 31, 2010**

	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	\$287,249	\$271,275	\$25,974	\$312,857	\$1,228,349	\$1,144,463	\$83,886	\$1,242,791
Service Revenue	157,613	189,536	(31,923)	118,494	1,207,408	1,072,375	135,033	1,073,577
Service Expenses	(179,609)	(211,452)	31,843	(183,692)	(1,210,448)	(1,166,181)	(44,267)	(1,203,293)
<b>Total Direct Event Income</b>	<b>275,253</b>	<b>249,359</b>	<b>25,894</b>	<b>247,659</b>	<b>1,225,309</b>	<b>1,050,657</b>	<b>174,652</b>	<b>1,113,075</b>
<b>Ancillary Income</b>								
F&B Concession	15,915	16,523	(608)	20,428	49,756	52,895	(3,139)	46,474
F&B Catering	31,073	76,454	(45,381)	33,572	269,112	424,081	(154,969)	382,500
Novelty Sales	692	1,289	(597)	2,546	6,631	6,522	109	6,481
Booth Cleaning	25,537	34,282	(8,745)	30,474	90,792	95,707	(4,915)	93,838
Telephone/Long Distance	225	1,000	(775)	1,568	1,238	3,722	(2,484)	10,875
Electrical Services	38,398	59,589	(21,171)	52,238	225,586	242,635	(17,039)	234,704
Audio Visual	34,323	34,302	21	28,212	189,625	180,826	8,799	180,799
Internet Services	6,533	3,544	2,989	2,213	21,070	21,959	(889)	3,219
Equipment Rental	10,330	15,347	(5,017)	8,435	90,134	103,399	(13,265)	81,106
<b>Total Ancillary Income</b>	<b>163,026</b>	<b>242,310</b>	<b>(79,284)</b>	<b>179,686</b>	<b>943,954</b>	<b>1,131,748</b>	<b>(187,792)</b>	<b>1,040,006</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	19,173	9,750	9,423	7,841	73,125	67,750	5,375	79,674
<b>Total Other Event Income</b>	<b>19,173</b>	<b>9,750</b>	<b>9,423</b>	<b>7,841</b>	<b>73,125</b>	<b>67,750</b>	<b>5,375</b>	<b>79,674</b>
<b>Total Event Income</b>	<b>457,452</b>	<b>501,419</b>	<b>(43,967)</b>	<b>435,186</b>	<b>2,242,388</b>	<b>2,250,153</b>	<b>(7,765)</b>	<b>2,232,755</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,729	2,000	(271)	1,733	12,729	14,000	(1,271)	17,333
Other Income	6,386	833	5,553	700	10,408	5,831	4,577	5,718
<b>Total Other Operating Income</b>	<b>8,115</b>	<b>2,833</b>	<b>5,282</b>	<b>2,433</b>	<b>23,137</b>	<b>19,831</b>	<b>3,306</b>	<b>23,051</b>
<b>Adjusted Gross Income</b>	<b>465,567</b>	<b>504,252</b>	<b>(38,685)</b>	<b>437,619</b>	<b>2,265,525</b>	<b>2,269,984</b>	<b>(4,459)</b>	<b>2,255,806</b>
<b>Operating Expenses</b>								
Salaries and Wages	209,504	223,027	(13,523)	245,342	1,586,294	1,561,192	25,102	1,593,888
Payroll Taxes and Benefits	67,921	61,340	6,581	69,131	404,092	429,380	(25,288)	455,332
Labor Allocations to Events	(117,035)	(119,103)	2,068	(92,911)	(887,348)	(833,721)	(53,627)	(894,065)
<b>Net Salaries and Benefits</b>	<b>160,390</b>	<b>165,264</b>	<b>(4,874)</b>	<b>221,562</b>	<b>1,103,038</b>	<b>1,156,851</b>	<b>(53,813)</b>	<b>1,155,155</b>
Contracted Services	24,959	21,200	3,759	33,359	176,663	148,400	28,263	206,847
General and Administrative	22,833	28,768	(5,935)	17,668	168,847	201,376	(32,529)	193,666
Operations	1,520	11,823	(10,303)	5,537	56,299	82,761	(26,462)	48,890
Repair and Maintenance	34,103	41,941	(7,838)	35,961	279,307	293,587	(14,280)	298,812
Operational Supplies	1,331	21,500	(20,169)	1,444	116,545	150,500	(33,955)	82,720
Insurance	21,805	17,463	4,142	19,368	111,122	122,241	(11,119)	110,813
Utilities	155,782	141,516	14,266	143,008	738,067	990,812	(252,545)	752,234
SMG Management Fees	13,223	13,223	0	13,223	92,558	92,561	(3)	92,558
<b>Total Operating Expenses</b>	<b>435,746</b>	<b>482,698</b>	<b>(26,952)</b>	<b>491,130</b>	<b>2,842,446</b>	<b>3,238,889</b>	<b>(396,443)</b>	<b>2,941,695</b>
<b>Net Income(Loss) From Operations</b>	<b>29,821</b>	<b>41,554</b>	<b>(11,733)</b>	<b>(53,511)</b>	<b>(576,921)</b>	<b>(968,905)</b>	<b>391,984</b>	<b>(685,889)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>29,821</b>	<b>41,554</b>	<b>(11,733)</b>	<b>(53,511)</b>	<b>(576,921)</b>	<b>(968,905)</b>	<b>391,984</b>	<b>(685,889)</b>



**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For Six Months Ended January 31, 2010**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	74	91	91,861	96,292	1,049,306	1,002,119
Consumer/Gated Shows	18	18	43,981	46,950	200,357	220,396
Devos Performance Hall	84	79	78,081	72,000	505,786	490,230
Banquets	21	21	12,664	15,250	148,289	195,494
Meetings	61	70	15,421	18,200	178,143	154,504
Other	22	30	11,147	22,350	160,506	187,410
GRAND TOTALS	280	309	253,155	271,042	2,242,389	2,250,153

**As Percentage of Overall**

Convention/Trade Shows	26.43%	29.45%	36.29%	35.53%	46.79%	44.54%
Consumer/Gated Shows	6.43%	5.83%	17.37%	17.32%	8.93%	9.79%
Devos Performance Hall	30.00%	25.57%	30.84%	26.56%	22.56%	21.79%
Ballroom Exclusive	7.50%	6.80%	5.00%	5.63%	6.61%	8.69%
Meetings	21.79%	22.65%	6.09%	6.71%	7.94%	6.87%
Other	7.86%	9.71%	4.40%	8.25%	7.16%	8.33%

**DeVos Place**  
**Balance Sheet**  
**For Month Ending January 31, 2010**

**ASSETS**

**Current Assets**

Cash	1,200,225
Account Receivable	611,203
Prepaid Expenses	124,626

<b>Total Current Assets</b>	<b>\$1,936,054</b>
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**Total Assets**

**\$1,936,054**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	158,723
Accrued Expenses	337,553
Deferred Income	65,453
Advanced Ticket Sales & Deposits	735,451

<b>Total Current Liabilities</b>	<b>\$1,297,180</b>
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(150,000)
Expenses Paid Direct by CAA	692,783
Beginning Balance Equity	673,015
Current Year Equity	(576,923)

<b>Total Equity</b>	<b>\$638,874</b>
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**Total Liabilities and Equity**

**\$1,936,054**

**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of January 31, 2010**

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Current - Under 30 Days	
Food & Beverage	108,441
Ticketing	43,440
Merchandise	742
Decorating	25,537
Audio/Visual	30,507
Van Andel Arena	2,216
Operating	281,299
 Over 30 Days	 67,487
 Over 60 Days	 36,400
 Over 90 Days	
Donnell Productions	5,736
Paragon Leather	2,110
Saigon Entertainment	5,002
Grinder Promotions	2,286
 Total Accounts Receivable	 611,203

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2010**

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2009 Actual
Net Revenue above Expenses	1,165,089	(720,128)	444,961	863,953
Benchmark			700,000	700,000
Excess	1,165,089	(720,128)	(255,039)	163,953

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Actual
Base Fee	158,672	158,671	317,343	317,343
Incentive Fee				
Revenue	4,979,220	4,484,034	9,463,254	9,587,496
Benchmark Revenue	4,750,000	4,150,000	8,900,000	8,800,000
Revenue Excess	229,220	334,034	563,254	787,496
Incentive Fee **	-	-	-	211,249
Total SMG Management Fee	158,672	158,671	317,343	528,592

\*\* 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 JANUARY 31, 2010**

**Distribution:**

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

**Robert White**

**Bob McClintock**

**Lewis Dawley**

**Gary McAneney**

**Howard Feldman**

**Richard MacKeigan**

**Chris Machuta**



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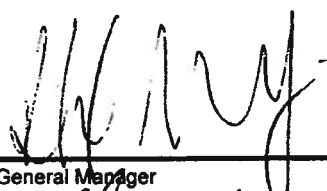
*An SMG Managed Facility*


VAN ANDEL ARENA  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2010

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	57	46	103	105	(2)
ATTENDANCE	315,366	224,238	539,604	559,650	(20,046)
DIRECT EVENT INCOME	754,251	629,499	1,383,750	1,423,745	(39,995)
ANCILLARY INCOME	707,377	392,876	1,100,253	1,113,577	(13,324)
TOTAL EVENT INCOME	1,461,628	1,022,375	2,484,003	2,537,322	(53,319)
TOTAL OTHER INCOME	1,379,598	1,115,619	2,495,217	2,467,390	27,827
TOTAL INCOME	2,841,226	2,137,994	4,979,220	5,004,712	(25,492)
INDIRECT EXPENSES					
EXECUTIVE	99,825	86,767	186,592	187,074	482
FINANCE	109,856	104,778	214,634	233,925	19,291
MARKETING	174,100	98,774	272,874	275,280	2,406
OPERATIONS	816,555	781,522	1,598,077	1,644,844	46,767
BOX OFFICE	71,723	68,789	140,512	144,138	3,626
LUXURY SEATING	47,546	32,801	80,347	86,751	6,404
SKYWALK ADMIN	13,735	9,793	23,528	23,956	428
OVERHEAD	801,910	495,657	1,297,567	1,246,071	(51,496)
TOTAL INDIRECT EXP.	2,135,249	1,678,881	3,814,131	3,842,039	27,908
NET REVENUE ABOVE EXPENSES	705,977	459,113	1,165,089	1,162,673	2,416
LESS INCENTIVE FEE			0	-	-
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	705,977	459,113	1,165,089	1,162,673	2,416

Comments:

January was a strong month for the Arena as it saw play host to the traditional December TSO shows in addition to a strong selling Brad Paisley concert. While the shows are not unusual, as they have been here before, it marks only the 4th and 5th concerts ever hosted during January in Arena history.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JANUARY 31, 2010**

The following schedule summarizes operating results for the current month ending January 31, 2010 and the YTD ending June 30, 2009 compared to budget and to the prior year:

<b>MONTH</b>	<b>January Actual</b>	<b>January Budget</b>	<b>January FY 2009</b>
Number of Events	16	20	16
Attendance	90,412	74,000	72,460
Direct Event Income	\$252,902	\$193,204	\$84,819
Ancillary Income	176,725	159,717	144,523
Other Income	235,221	234,440	179,246
Indirect Expenses	(367,132)	(320,171)	(377,744)
Net Income	\$297,716	\$267,190	\$30,844

<b>YTD</b>	<b>YTD 2010 Actual</b>	<b>YTD 2010 Budget</b>	<b>YTD 2009 Prior Year</b>
Number of Events	57	63	69
Attendance	315,366	257,650	337,518
Direct Event Income	\$754,251	\$741,018	\$787,094
Ancillary Income	707,377	649,746	678,204
Other Income	1,379,598	1,413,175	1,546,678
Indirect Expenses	(2,135,249)	(2,241,197)	(2,258,521)
Net Income	\$705,977	\$562,742	\$753,455

**EVENT INCOME**

Event income performed very well as both TSO and Brad Paisley sold very well. The strength of the concerts offset less than expected sales for Arenacross.

**ANCILLARY INCOME**

Ancillary income came in ahead of budget overall due to the concerts hosted.

**INDIRECT EXPENSES**

Indirect expenses came in a little higher than budget, however, consistent with forecast.

**Van Andel Arena**  
**Income Statement**  
**For the Seven Months Ending January 31, 2010**

	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	\$317,109	\$310,206	6,903	\$197,187	\$973,306	\$1,054,027	(80,721)	\$1,167,040
Service Revenue	173,020	118,411	54,609	101,871	1,005,100	943,827	61,273	1,265,451
Service Expenses	(237,227)	(235,413)	(1,814)	(214,239)	(1,224,155)	(1,256,836)	32,681	(1,645,397)
<b>Total Direct Event Income</b>	<b>252,902</b>	<b>193,204</b>	<b>59,698</b>	<b>84,819</b>	<b>754,251</b>	<b>741,018</b>	<b>13,233</b>	<b>787,094</b>
<b>Ancillary Income</b>								
F&B Concession	148,222	137,923	10,299	121,767	590,424	536,910	53,514	533,337
F&B Catering	12,450	8,421	4,029	8,620	46,679	47,205	(526)	64,862
Novelty Sales	12,043	8,253	3,790	9,426	47,296	47,151	145	60,668
Booth Cleaning	0	0	0	0	265	0	265	247
Audio Visual	0	0	0	0	23	0	23	0
Other Ancillary	4,010	5,120	(1,110)	4,710	22,690	18,480	4,210	19,090
<b>Total Ancillary Income</b>	<b>176,725</b>	<b>159,717</b>	<b>17,008</b>	<b>144,523</b>	<b>707,377</b>	<b>649,746</b>	<b>57,631</b>	<b>678,204</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	63,821	37,210	26,611	14,742	187,465	161,175	26,290	230,864
<b>Total Other Event Income</b>	<b>63,821</b>	<b>37,210</b>	<b>26,611</b>	<b>14,742</b>	<b>187,465</b>	<b>161,175</b>	<b>26,290</b>	<b>230,864</b>
<b>Total Event Income</b>	<b>493,448</b>	<b>390,131</b>	<b>103,317</b>	<b>244,084</b>	<b>1,649,093</b>	<b>1,551,939</b>	<b>97,154</b>	<b>1,696,162</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	121,604	109,646	11,958	107,821	808,405	638,912	169,493	910,567
Club Seat Agreements	0	26,500	(26,500)	0	0	185,500	(185,500)	0
Advertising	44,000	54,167	(10,167)	46,500	344,534	379,169	(34,635)	355,625
Other Income	5,796	6,917	(1,121)	10,183	39,194	48,419	(9,225)	49,622
<b>Total Other Operating Income</b>	<b>171,400</b>	<b>197,230</b>	<b>(25,830)</b>	<b>164,504</b>	<b>1,192,133</b>	<b>1,252,000</b>	<b>(59,867)</b>	<b>1,315,814</b>
<b>Adjusted Gross Income</b>	<b>664,848</b>	<b>587,361</b>	<b>77,487</b>	<b>408,588</b>	<b>2,841,226</b>	<b>2,803,939</b>	<b>37,287</b>	<b>3,011,976</b>
<b>Operating Expenses</b>								
Salaries and Wages	160,586	158,969	1,617	182,176	1,042,927	1,112,783	(69,856)	1,176,109
Payroll Taxes and Benefits	51,576	46,429	5,147	46,908	262,257	325,003	(62,746)	317,209
Labor Allocations to Events	(83,603)	(71,669)	(11,934)	(57,758)	(437,513)	(501,683)	64,170	(542,072)
<b>Net Salaries and Benefits</b>	<b>128,559</b>	<b>133,729</b>	<b>(5,170)</b>	<b>171,326</b>	<b>867,671</b>	<b>936,103</b>	<b>(68,432)</b>	<b>951,246</b>
Contracted Services	24,170	21,300	2,870	26,437	141,792	149,100	(7,308)	187,706
General and Administrative	42,013	27,965	14,048	21,129	202,468	195,755	6,713	203,712
Operations	2,926	5,183	(2,257)	17,616	15,254	36,281	(21,027)	34,441
Repair and Maintenance	20,416	18,662	1,754	3,907	98,533	130,634	(32,101)	110,647
Operational Supplies	8,205	18,342	(10,137)	5,031	89,476	128,394	(38,918)	80,504
Insurance	19,077	2,667	16,410	14,868	86,882	18,669	68,213	69,568
Utilities	108,543	79,100	29,443	104,207	540,614	553,700	(13,086)	528,139
SMG Management Fees	13,223	13,223	0	13,223	92,559	92,561	(2)	92,558
<b>Total Operating Expenses</b>	<b>367,132</b>	<b>320,171</b>	<b>46,961</b>	<b>377,744</b>	<b>2,135,249</b>	<b>2,241,197</b>	<b>(105,948)</b>	<b>2,258,521</b>
<b>Net Income(Loss) From Operations</b>	<b>297,716</b>	<b>267,190</b>	<b>30,526</b>	<b>30,844</b>	<b>705,977</b>	<b>562,742</b>	<b>143,235</b>	<b>753,455</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>297,716</b>	<b>267,190</b>	<b>30,526</b>	<b>30,844</b>	<b>705,977</b>	<b>562,742</b>	<b>143,235</b>	<b>753,455</b>



**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For Seven Months Ending January 31, 2010**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	7	15	26,958	55,500	95,979	177,585
Sporting Event	9	9	30,936	33,000	209,171	221,307
Concert	9	11	86,891	83,000	956,896	917,946
Team Home Games	27	24	143,855	132,000	335,593	288,696
Other	5	4	26,726	20,150	229,076	117,045
GRAND TOTALS	57	63	315,366	323,650	1,826,715	1,722,579

**As Percentage of Overall**

Family Show	12.28%	23.81%	8.55%	17.15%	5.25%	10.31%
Sporting Event	15.79%	14.29%	9.81%	10.20%	11.45%	12.85%
Concert	15.79%	17.46%	27.55%	25.64%	52.38%	53.29%
Team Home Games	47.37%	38.10%	45.62%	40.78%	18.37%	16.76%
Other	8.77%	6.35%	8.47%	6.23%	12.54%	6.79%

**Van Andel Arena**  
**Balance Sheet**  
**For the Month Ending January 31, 2010**

**ASSETS**

**Current Assets**

Cash	3,795,407
Account Receivable	992,266
Prepaid Expenses	215,389

<b>Total Current Assets</b>		<b>\$5,003,062</b>
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<b>Total Assets</b>		<b>\$5,003,062</b>
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	(186,084)
Accrued Expenses	610,191
Deferred Income	1,782,660
Advanced Ticket Sales & Deposits	1,566,827

<b>Total Current Liabilities</b>		<b>\$3,773,593</b>
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**Other Liabilities**

**Equity**

Funds Remitted to CAA	(2,700,000)
Expenses Paid Direct by CAA	1,539,666
Beginning Balance Equity	1,683,826
Current Year Equity	705,976

<b>Total Equity</b>		<b>\$1,229,468</b>
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<b>Total Liabilities and Equity</b>		<b>\$5,003,061</b>
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**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of January 31, 2010**

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Current - Under 30 Days	
Food & Beverage	432,709
Ticketing	114,494
Merchandise	30,971
Permanent Advertising	138,457
DeVos Place	(2,216)
Operating	130,934
 Over 30 Days	 78,417
 Over 60 Days	 68,500
 Over 90 Days	
 Total Accounts Receivable	 992,266

**SMG - Van Andel Arena & DeVos Place  
Grand Rapids - Kent County Convention/Arena Authority  
Management Fee Summary  
Fiscal Year Ending June 30, 2010**

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**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2009 Actual
Net Revenue above Expenses	1,165,089	(720,128)	444,961	863,953
Benchmark			700,000	700,000
Excess	1,165,089	(720,128)	(255,039)	163,953

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Actual
Base Fee	158,672	158,671	317,343	317,343
Incentive Fee				
Revenue	4,979,220	4,484,034	9,463,254	9,587,496
Benchmark Revenue	4,750,000	4,150,000	8,900,000	8,800,000
Revenue Excess	229,220	334,034	563,254	787,496
Incentive Fee **	-	-	-	211,249
Total SMG Management Fee	158,672	158,671	317,343	528,592

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

# Grand Rapids - Kent County Convention/Arena Authority

## Consolidated Statements of Net Assets

<i>December 31,</i>	<b>2009</b>	<b>2008</b>
<b>Assets</b>		
Current assets:		
Cash and cash equivalents	\$ 5,331,106	\$ 4,074,049
Investments	22,148,126	22,186,392
Accounts receivable, net (Note 2)	1,842,682	2,423,229
Prepaid expenses	566,006	271,412
<b>Total current assets</b>	<b>29,887,920</b>	<b>28,955,082</b>
Capital assets:		
Buildings and structures	322,431	322,431
Equipment	1,238,083	1,107,831
Less: accumulated depreciation	(900,965)	(766,488)
<b>Net capital assets</b>	<b>659,549</b>	<b>663,774</b>
<b>Total Assets</b>	<b>30,547,469</b>	<b>29,618,856</b>
<b>Liabilities</b>		
Current liabilities:		
Accounts payable (Note 3)	381,885	1,042,076
Accrued expenses (Note 3)	987,350	1,107,098
Advance ticket sales	2,476,232	1,304,323
Advance deposits	324,570	547,136
Deferred revenue	1,907,712	1,838,650
<b>Total Liabilities</b>	<b>6,077,749</b>	<b>5,839,283</b>
<b>Net Assets</b>		
Invested in capital assets	659,549	663,774
Restricted – entertainment equipment reserve	80,000	80,000
Unrestricted	23,730,171	23,035,799
<b>Total Net Assets</b>	<b>\$ 24,469,720</b>	<b>\$ 23,779,573</b>

*See accompanying notes to consolidated statements.*

# Grand Rapids - Kent County Convention/Arena Authority

## Consolidated Statements of Revenues, Expenses and Changes in Net Assets

<i>Six month period ended December 31,</i>	<b>2009</b>	<b>2008</b>
<b>Operating Revenues, Facilities</b>	<b>\$ 4,259,287</b>	<b>\$ 4,727,879</b>
<b>Operating Expenses</b>		
Personnel services	1,732,138	1,758,629
Utilities	814,673	755,418
Supplies and expenses	557,579	492,096
Contractual services	1,307,258	1,613,710
Repairs and maintenance	320,626	376,805
Professional services	101,043	149,533
<b>Total Operating Expenses</b>	<b>4,833,317</b>	<b>5,146,191</b>
<b>Operating Loss</b>	<b>(574,030)</b>	<b>(418,312)</b>
<b>Nonoperating Revenues</b>		
Investment income	189,135	401,258
Miscellaneous	75,611	191,879
<b>Total Nonoperating Revenues</b>	<b>264,746</b>	<b>593,137</b>
<b>(Decrease) Increase in Net Assets</b>	<b>(309,284)</b>	<b>174,825</b>
<b>Net Assets, beginning of the period</b>	<b>24,779,004</b>	<b>23,604,748</b>
<b>Net Assets, end of the period</b>	<b>\$ 24,469,720</b>	<b>\$ 23,779,573</b>

*See accompanying notes to consolidated statements.*

# Grand Rapids - Kent County Convention/Arena Authority

## Consolidated Statements of Cash Flows

<i>Six month period ended December 31,</i>	<b>2009</b>	<b>2008</b>
<b>Cash From (for) Operating Activities</b>		
Cash received from facility operations	\$ 4,360,721	\$ 4,021,470
Payments to employees	(1,893,573)	(1,817,759)
Payments to suppliers and contractors	(3,499,693)	(3,247,777)
<b>Net Cash From (for) Operating Activities</b>	<b>(1,032,545)</b>	<b>(1,044,066)</b>
<b>Net Cash From Capital and Related Financing Activities</b>	<b>75,611</b>	<b>191,879</b>
<b>Cash From (for) Investing Activities</b>		
Interest and dividends	189,135	401,258
Proceeds from investment maturities	890,000	50,000
Purchases of investments	(185,505)	(380,166)
<b>Net Cash From Investing Activities</b>	<b>893,630</b>	<b>71,092</b>
<b>Net Increase (decrease) in Cash</b>	<b>(63,304)</b>	<b>(781,095)</b>
<b>Cash and Cash Equivalents, beginning of the period</b>	<b>5,394,410</b>	<b>4,855,144</b>
<b>Cash and Cash Equivalents, end of the period</b>	<b>\$ 5,331,106</b>	<b>\$ 4,074,049</b>
<b>Reconciliation of Operating Income (Loss) to Net Cash From (for) Operating Activities</b>		
Operating income (loss)	\$ (574,030)	\$ (418,312)
Changes in assets and liabilities:		
Receivables, net	153,165	(1,336,294)
Prepaid expense	(361,141)	(82,312)
Accounts payable	(318,035)	492,146
Accrued expense	(91,567)	(134,049)
Advance ticket sales	(557,704)	(578,011)
Advance deposits	46,935	255,664
Compensated absences	(4,193)	(4,265)
Deferred revenues	674,025	761,367
<b>Net Cash From (for) Operating Activities</b>	<b>\$ 1,032,545</b>	<b>\$ (1,044,066)</b>

*See accompanying notes to consolidated statements.*

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

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# **Grand Rapids - Kent County Convention/Arena Authority**

## **Notes to Consolidated Statements**

### **1. Summary of Significant Accounting Policies**

#### ***Basis of Presentation***

The Authority is a special-purpose entity that uses proprietary fund reporting. Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary fund's principal ongoing operations. The principal operating revenues of the Authority's proprietary funds are charges to customers for sales and services. Operating expenses include the cost of sales and services and administrative expenses. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

#### ***Assets, Liabilities and Fund Equity***

##### ***Cash and Equivalents***

The Authority considers cash and all highly liquid investments with a maturity of three months or less to be cash equivalents for the statement of cash flows.

##### ***Investments***

The Authority participates in the Kent County Investment Pool which is managed by the County Treasurer. Investments underlying the Kent County Investment Pool consist primarily of certificates of deposit and U.S. Treasury notes, which are carried at fair value. The fair value of the Authority's position in the pool is the same as the value of the pool shares.

##### ***Capital Assets***

In general, capital assets having a useful life in excess of one year and whose costs exceed \$10,000 are capitalized. Expenditures meeting such criteria for the six-month periods ended December 31, 2009 and 2008 have not been capitalized for these consolidated statements. All capitalized assets are reported at historical cost except for donated assets which are recorded at fair value. Depreciation and amortization are computed by the straight-line method based on the estimated useful lives of the related assets, however it has not been computed or recorded for the six-month periods ended December 31, 2009 and 2008. Expenditures for maintenance and repairs are charged to expense as incurred.

##### ***Revenue, Expenditures and Expense***

# Grand Rapids - Kent County Convention/Arena Authority

## Notes to Consolidated Statements

### *Revenues*

The Authority records facilities revenue upon completion of the event at the DeVos Place or the Arena. Accordingly, amounts received for advance ticket sales or deposits are recorded as deferred revenue until that time. Costs incurred prior to an event are recorded as prepaid expenses and charged to expense upon completion of the event.

### **2. Accounts Receivable**

Accounts receivable at December 31, 2009 and 2008 were as follows:

	2009	2008
Facility customers/events	\$ 1,995,020	\$ 2,337,240
Ancillary revenues	159,377	179,940
Allowance	(77,931)	(93,951)
	<b>\$ 1,842,682</b>	<b>\$ 2,423,229</b>

### **3. Accounts Payable and Accrued Expenses**

Accounts payable at December 31, 2009 and 2008 were as follows:

	2009	2008
Professional services	\$ 18,292	\$ 23,253
Facility customers	326,308	607,994
Vendors	37,285	410,829
	<b>\$ 381,885</b>	<b>\$ 1,042,076</b>

Accrued expenses at December 31, 2009 and 2008 were as follows:

	2009	2008
Vendors	\$ 704,677	\$ 865,252
Salaries and benefits	282,673	241,846
	<b>\$ 987,350</b>	<b>\$ 1,107,098</b>



## Memorandum

**To:** CAA Board

**From:** Susan Waddell, Administrative Manager

**Date:** February 26, 2010

**Re:** CAA Financial Statements

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The following is a summary of financial activity in the two operating accounts as of January 29, 2010:

	<i>1050: Operations</i>	<i>1070: Kent County Operating</i>
Beginning Balance	\$ 90,401.90	\$22,242,025.88
Cleared Transactions	<u>170,444.94</u>	<u>-93,899.99</u>
Cleared Balance	260,846.84	22,148,125.89
Uncleared Transactions	<u>-92,377.37</u>	<u>-400,000.00</u>
Register Balance	<u>\$ 168,469.47</u>	<u>\$21,748,125.89</u>

1. Although parking revenues and interest continue to be lower than anticipated, parking revenues should pick up because of the public show season.
2. The electricity expense has leveled off, yet the steam expense continues to be lower than projected.
3. Pedestrian safety is tracking below budget, but is comparable with the previous year.

If you have any questions or would like additional information, please contact me at 742-6594 or [swaddell@smggr.com](mailto:swaddell@smggr.com). Thank you.

4:43 PM

02/02/10

Accrual Basis

# Grand Rapids-Kent County Convention/Arena Authority

## Balance Sheet

As of January 29, 2010

	Jan 29, 10
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1040 · Cash - Operations - SMG	5,310,756.10
1050 · Operations - Cash	168,469.47
Total Checking/Savings	5,479,225.57
Other Current Assets	
1070 · Kent County - Operating	21,748,125.89
1200 · Accounts Receivable	2,118,099.17
1300 · Prepaid Expenses	204,866.35
1600 · Advances/Deposits Receivable	-550,001.07
Total Other Current Assets	23,521,090.34
Total Current Assets	29,000,315.91
Fixed Assets	
Buildings & Structures	
Depreciation	-83,557.38
Original Cost	322,431.00
Total Buildings & Structures	238,873.62
Equip	
Depreciation	-817,407.58
Original Cost	1,063,917.04
Equip - Other	130,251.19
Total Equip	376,760.65
Vehicles	43,914.30
Total Fixed Assets	659,548.57
<b>TOTAL ASSETS</b>	<b>29,659,864.48</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	121,976.44
2005 · Accounts payable - SMG	706,647.17
Total Accounts Payable	828,623.61
Other Current Liabilities	
2200 · Accrued Expenses	876,270.61
2210 · Advance Ticket Sales	3,033,935.73
2220 · Advance deposits	277,635.00
2400 · Accrued Compensated Absences	4,192.84
2500 · Deferred facility income	1,233,686.74
Total Other Current Liabilities	5,425,720.92
Total Current Liabilities	6,254,344.53
Total Liabilities	6,254,344.53
Equity	
3000 · Opening Bal Equity	37,035,584.45
3900 · Retained Earnings	-12,256,580.05
Net Income	-1,373,484.45
Total Equity	23,405,519.95
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>29,659,864.48</b>

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# Grand Rapids-Kent County Convention/Arena Authority

## Profit & Loss Budget vs. Actual

02/02/10

July 1, 2009 through January 29, 2010

Accrual Basis

	Jul 1, '09 - Jan 29, 10	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · State of Michigan Support	0.00	0.00	0.00	0.0%
4010 · City of Grand Rapids Support	0.00	0.00	0.00	0.0%
4020 · CCBA Capital Contributions	0.00	0.00	0.00	0.0%
4030 · Federal Support	0.00	0.00	0.00	0.0%
4040 · Private Support	0.00	0.00	0.00	0.0%
4050 · DDA Support	0.00	0.00	0.00	0.0%
4051 · DDA - capital replacement	0.00	0.00	0.00	0.0%
4052 · DDA - project support	0.00	0.00	0.00	0.0%
4060 · In-kind Support	0.00	0.00	0.00	0.0%
4065 · Transfer from Operating Fund	0.00	0.00	0.00	0.0%
4500 · Interest on Investments	185,504.40	390,120.97	-204,616.57	47.6%
4530 · Facility Operations	0.00	0.00	0.00	0.0%
4531 · Charges for services	0.00	0.00	0.00	0.0%
4540 · Land Lease	89,832.00	77,880.28	11,951.72	115.3%
4545 · Parking Revenues	339,080.05	495,663.43	-156,583.38	68.4%
4550 · Miscellaneous Revenue	31,179.63	0.00	31,179.63	100.0%
4570 · Transfers In	0.00	0.00	0.00	0.0%
4575 · From/(To) Fund Balance	0.00	0.00	0.00	0.0%
9993 · Transfer from Construction Fund	0.00	0.00	0.00	0.0%
9994 · Retainage Interest Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>645,596.08</b>	<b>963,664.68</b>	<b>-318,068.60</b>	<b>67.0%</b>
<b>Expense</b>				
5000 · Architectural and Engineering	0.00	0.00	0.00	0.0%
5010 · Construction Material Testing	0.00	0.00	0.00	0.0%
5020 · Construction in Progress-GMP	0.00	0.00	0.00	0.0%
5030 · Equipment Rental	0.00	0.00	0.00	0.0%
5040 · Space Rental	0.00	0.00	0.00	0.0%
6000 · Professional Services				
6001 · Accounting/Auditing Services	30,035.11	21,962.40	8,072.71	136.8%
6040 · Legal Services	19,469.05	20,228.53	-759.48	96.2%
6000 · Professional Services - Other	0.00	0.00	0.00	0.0%
<b>Total 6000 · Professional Services</b>	<b>49,504.16</b>	<b>42,190.93</b>	<b>7,313.23</b>	<b>117.3%</b>
6050 · Project Mgt/Owner's Rep	0.00	0.00	0.00	0.0%
6060 · Other Contractual Services	36,398.19	213,266.13	-176,867.94	17.1%
6065 · Pedestrian Safety	31,834.01	55,483.87	-23,649.86	57.4%
6068 · Parking Management	85,958.00	155,268.74	-69,310.74	55.4%
6070 · Facility Management Fees	0.00	0.00	0.00	0.0%
6100 · Other Supplies & Expenses				
6010 · Bank Fees	456.80	0.00	456.80	100.0%
6020 · Computer Services	240.00	0.00	240.00	100.0%
6030 · Insurance-Property/Liability	22,903.00	22,000.00	903.00	104.1%
6101 · Advertising/Promo/Publicity	7,938.70	0.00	7,938.70	100.0%
6110 · Meeting Expense	14,883.52	5,779.59	9,103.93	257.5%
6120 · Supplies	1,028.59	2,889.82	-1,861.23	35.6%
6130 · Postage/Express	0.00	0.00	0.00	0.0%
6140 · Printing and Binding	0.00	0.00	0.00	0.0%
6100 · Other Supplies & Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 6100 · Other Supplies &amp; Expenses</b>	<b>47,450.61</b>	<b>30,669.41</b>	<b>16,781.20</b>	<b>154.7%</b>
6125 · Transfer to Construction Acct	0.00	0.00	0.00	0.0%
6150 · Project-Related Travel	0.00	0.00	0.00	0.0%
6160 · Facility Repair and Maintenance	8,820.41	5,779.59	3,040.82	152.6%
6200 · Capital Replacement Projects	385,629.70	1,124,241.94	-738,612.24	34.3%
6210 · F&B Repair & Maintenance	0.00	11,559.17	-11,559.17	0.0%
6300 · Utilities Expense				
6301 · Electricity	615,395.52	712,043.04	-96,647.52	86.4%
6310 · Natural Gas	9,229.65	10,403.23	-1,173.58	88.7%
6320 · Steam	364,637.27	652,455.65	-287,818.38	55.9%
6330 · Telephone	0.00	0.00	0.00	0.0%
6340 · Water & Sewer	57,055.80	65,020.16	-7,964.36	87.8%
6300 · Utilities Expense - Other	0.00	0.00	0.00	0.0%
<b>Total 6300 · Utilities Expense</b>	<b>1,046,318.24</b>	<b>1,439,922.08</b>	<b>-393,603.84</b>	<b>72.7%</b>
6410 · Interest & Paying Agent Fees	0.00	0.00	0.00	0.0%
6500 · DID Assessment	53,175.29	53,139.00	36.29	100.1%
6560 · Payroll Expenses	0.00	0.00	0.00	0.0%
6570 · Depreciation Expense	0.00	0.00	0.00	0.0%
6575 · Amortization Expense	0.00	0.00	0.00	0.0%
6600 · SMG Incentive Fees	211,249.00	0.00	211,249.00	100.0%
7000 · In-kind Expense	0.00	0.00	0.00	0.0%
7100 · Transfers Out	0.00	0.00	0.00	0.0%

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02/02/10

Accrual Basis

## Grand Rapids-Kent County Convention/Arena Authority

## Profit &amp; Loss Budget vs. Actual

July 1, 2009 through January 29, 2010

	Jul 1, '09 - Jan 29, 10	Budget	\$ Over Budget	% of Budget
<b>8000 - Personal Services</b>				
8001 - Employee Wages	49,692.52	38,044.05	11,648.47	130.6%
8030 - Employee Benefits	13,050.40	12,262.53	787.87	106.4%
8000 - Personal Services - Other	0.00	0.00	0.00	0.0%
<b>Total 8000 - Personal Services</b>	<b>62,742.92</b>	<b>50,306.58</b>	<b>12,436.34</b>	<b>124.7%</b>
8500 - Loss on transfer of assets	0.00	0.00	0.00	0.0%
9995 - Retainage Disbursements	0.00	0.00	0.00	0.0%
9996 - Transfer to Retainage Account	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>2,019,080.53</b>	<b>3,181,827.44</b>	<b>-1,162,746.91</b>	<b>63.5%</b>
<b>Net Income</b>	<b>-1,373,484.45</b>	<b>-2,218,162.76</b>	<b>844,678.31</b>	<b>61.9%</b>

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02/02/10

Accrual Basis

**Grand Rapids-Kent County Convention/Arena Authority**  
**Profit & Loss Prev Year Comparison**  
**July 1, 2009 through January 29, 2010**

	Jul 1, '09 - Jan 29, 10	Jul 1, '08 - Jan 29, 09	\$ Change	% Change
<b>Income</b>				
4500 · Interest on Investments	185,504.40	381,458.92	-195,954.52	-51.4%
4540 · Land Lease	89,832.00	107,076.35	-17,244.35	-16.1%
4545 · Parking Revenues	339,080.05	393,094.25	-54,014.20	-13.7%
4550 · Miscellaneous Revenue	31,179.63	105,143.00	-73,963.37	-70.4%
<b>Total Income</b>	<b>645,596.08</b>	<b>986,772.52</b>	<b>-341,176.44</b>	<b>-34.6%</b>
<b>Expense</b>				
6000 · Professional Services				
6001 · Accounting/Auditing Services	30,035.11	24,157.14	5,877.97	24.3%
6040 · Legal Services	19,469.05	56,899.40	-37,430.35	-65.8%
<b>Total 6000 · Professional Services</b>	<b>49,504.16</b>	<b>81,056.54</b>	<b>-31,552.38</b>	<b>-38.9%</b>
6060 · Other Contractual Services	36,398.19	57,830.78	-21,432.59	-37.1%
6065 · Pedestrian Safety	31,834.01	35,094.05	-3,260.04	-9.3%
6068 · Parking Management	85,958.00	106,806.00	-20,848.00	-19.5%
6100 · Other Supplies & Expenses				
6010 · Bank Fees	456.80	210.18	246.62	117.3%
6020 · Computer Services	240.00	46.98	193.02	410.9%
6030 · Insurance-Property/Liability	22,903.00	20,673.00	2,230.00	10.8%
6101 · Advertising/Promo/Publicity	7,938.70	1,690.00	6,248.70	369.8%
6110 · Meeting Expense	14,883.52	8,089.79	6,793.73	84.0%
6120 · Supplies	1,028.59	3,274.76	-2,246.17	-68.6%
<b>Total 6100 · Other Supplies &amp; Expenses</b>	<b>47,450.61</b>	<b>33,984.71</b>	<b>13,465.90</b>	<b>39.6%</b>
6160 · Facility Repair and Maintenance	8,820.41	0.00	8,820.41	100.0%
6200 · Capital Replacement Projects	385,629.70	311,151.30	74,478.40	23.9%
6210 · F&B Repair & Maintenance	0.00	8,132.02	-8,132.02	-100.0%
6300 · Utilities Expense				
6301 · Electricity	615,395.52	709,414.98	-94,019.46	-13.3%
6310 · Natural Gas	9,229.65	8,732.09	497.56	5.7%
6320 · Steam	364,637.27	371,354.18	-6,716.91	-1.8%
6340 · Water & Sewer	57,055.80	57,317.68	-261.88	-0.5%
<b>Total 6300 · Utilities Expense</b>	<b>1,046,318.24</b>	<b>1,146,818.93</b>	<b>-100,500.69</b>	<b>-8.8%</b>
6500 · DID Assessment	53,175.29	53,138.59	36.70	0.1%
6600 · SMG Incentive Fees	211,249.00	308,100.00	-96,851.00	-31.4%
8000 · Personal Services				
8001 · Employee Wages	49,692.52	45,659.43	4,033.09	8.8%
8030 · Employee Benefits	13,050.40	7,803.96	5,246.44	67.2%
<b>Total 8000 · Personal Services</b>	<b>62,742.92</b>	<b>53,463.39</b>	<b>9,279.53</b>	<b>17.4%</b>
<b>Total Expense</b>	<b>2,019,080.53</b>	<b>2,195,576.31</b>	<b>-176,495.78</b>	<b>-8.0%</b>
<b>Net Income</b>	<b>-1,373,484.45</b>	<b>-1,208,803.79</b>	<b>-164,680.66</b>	<b>-13.6%</b>



**Van Andel Arena®  
DeVos Place®**

## **Memorandum**

**To: CAA Board of Directors**  
**From: Richard MacKeigan**  
**Date: February 27, 2010**  
**Re: Concourse Expansion**

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I would like to propose a plan to proceed with the concourse expansion for VanAndel Arena. I have had numerous conversations with Rossetti, who feel confident an expansion can be completed prior to the start of the hockey season in October 2010. This would require the CAA to enter into an agreement with Rossetti for a design/build process. Rossetti would assist CAA in selecting a construction firm as design elements are finalized. This would allow design work to continue while at the same time, start the construction partner selection process and subsequently construction itself. With the Arena's calendar, the window to do so is limited; however, Rossetti feels this can be accomplished with a design/build approach. Attached are some additional concepts Rossetti has come up with. My hope is that these efforts will provide a level of comfort for those who are concerned about the impact the expansion will have on the façade of the arena; regardless of whether one of these is selected or not, I feel we can find a solution to please most people.

I would like to request approval to enter into an agreement with Rossetti for design services for an amount not to exceed \$100,000. This agreement would call for Rossetti to provide Schematic Design services, Bridging Documents, and Construction Documents as well as provide assistance in the selection of a construction partner. These fees would be within the currently allotted \$1,000,000 for this project in our current Fiscal Year Capital, so it will have no impact on the current budget. Rossetti will work with SMG and the Operations Committee to perform their work. As always, I am available should there be any questions or comments.



INTERIOR VIEW 1



## CONCOURSE STUDY

02 20 2010 | ROSSETTI 2010

INTERIOR VIEW 2

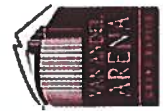


## CONCOURSE STUDY

02.20.2010 ROSSETTI 2010



OPTION A1 (3,700 S.F. ADDITION)



## CONCOURSE STUDY

02.20.2010 © ROSSETTI 2010

OPTION A2 (3,700 S.F. ADDITION)



**CONCOURSE STUDY**

02/20/2010 © ROSSETTI 2010



OPTION B (3,700 S.F. ADDITION)



## CONCOURSE STUDY

02.20.2010  ROSSETTI 2010 

PRELIMINARY OPTION C



## CONCOURSE STUDY

02.20.2010 © ROSSETTI 2010



PRELIMINARY OPTION D



CONCOURSE STUDY

02.20.2010  ROSSETTI 2010 

OPTION E (3,700 S.F. ADDITION)

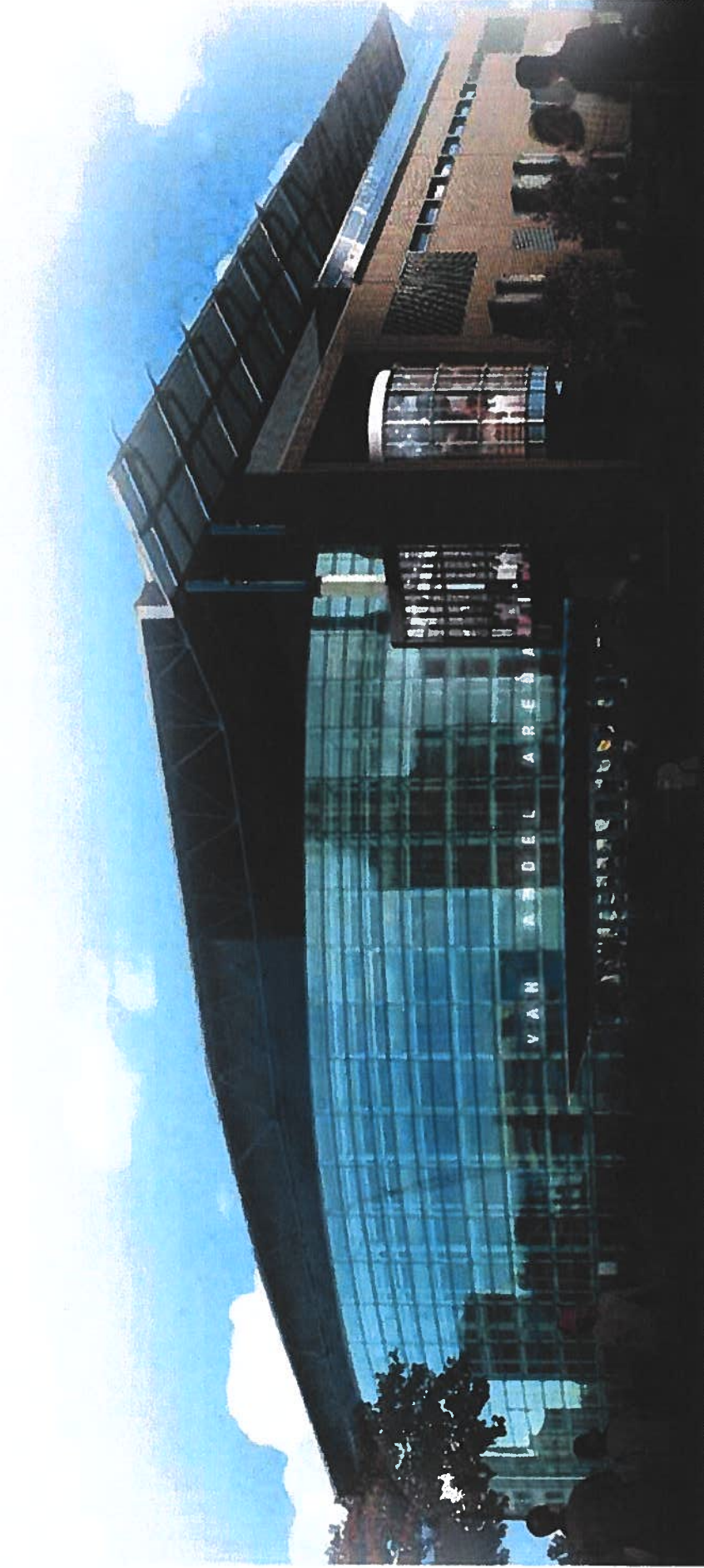


## CONCOURSE STUDY

02.20.2010  ROSSETTI 2010 



OPTION F (3,700 S.F. ADDITION)



## CONCOURSE STUDY

02.20.2010 • ROSSETTI 2010

OPTION G (3,700 S.F. ADDITION)



**CONCOURSE STUDY**

02/20/2010 ROSSETTI 2010

DATE	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Feb 24	Griffins vs San Antonio	TJ	TODD	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Social Media Conference	AC		Banquet B/C	6P-7P	Banquet
	Michigan Office Solutions			Banquet D	4:30P-7P	Banquet
	Fidelity Investments			East Nest	6P-9:30P	Banquet
	Daymon Worldwide			Talsma Terrace	6P-9:30P	Banquet
	Barnes & Thornburg			Suite 101A/B	6P-9:30P	Banquet
Thur, Feb 25	Total Money Makeover Live!	GC	JIM	Arena	6:00 AM 8:00 AM 2:00 PM 3:30 PM 4:00 PM 4:30 PM 5:30 PM 6P-8P 8P-8:25P 8:25P-9:30P 9:30P-9:55P 10:00 PM 11:00 PM	Merchandise load-in Production Load-in Volunteers arrive Sound check Platinum lunch doors Doors Platinum lunch ends Show – 1 <sup>st</sup> half Intermission Show 2 <sup>nd</sup> half Post-meeting (floor) Load-out Show out
		AC		Banquet B/C	7:30A-10P	Backstage catering
Fri, Feb 26	Jeff Dunham	GC/TJ	CHRIS	Arena	9:30 AM 10:00 AM 3:00 PM 7:00 PM 8:10P-8:30P 8:30P-8:45P 8:45P-10:30P 10:00 PM	Floor mark Load-in Chair set Doors Opening act Intermission Jeff Dunham Load-out
Sat, Feb 27	Tim McGraw	GC	CHRIS	Arena	8:00 AM 9:00 AM 2:00 PM 4:00 PM 6:00 PM 6:30 PM 7:30P-7:50P 7:50P-8P 8P-8:55P 8:55P-9:15P 9:15P-11:15P 11:00 PM	Riggers mark floor Load-in Chair set Sound check Usher meeting Doors The Lost Trailers Intermission Lady Antebellum Intermission Tim McGraw Load-out
		AC		Banquet B/C	7:30A-10:30P	Backstage catering
		Arbor Mort Club		6P-10:30P	Contest winner's banquet	
Sun, Feb 28	John Mayer	GC	CHRIS	Arena	8:00 AM 9:00 AM 2:00 PM 3:00 PM 6:30 PM 7:30P-8:30P 8:30P-9P 9P-10:45P 10:00 PM	Floor marking Load-in Floor set Security meeting Doors Michael Franti & Spearhead Intermission John Mayer Load-out
		AC		Banquet B/C	7:30A-10:30P	Backstage catering
		Arbor Mort Club		6:45P-10:30P	Contest winner's banquet	
Mon, Mar 1	Available					
Tue, Mar 2	Available					

Wed, Mar 3	Available					
Thur, Mar 4	Martina McBride	GC	CHRIS	Arena	7:30 PM	Performance
Fri, Mar 5	Griffins vs Manitoba	GC	KATHY	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Eye Care Promotion	AC		Banquet B	6P-7P	Banquet
	Creative Dining			Banquet C/D	6P-7P	Banquet
	Delta Dental			East Nest	6P-9:30P	Banquet
	Priority Health			West Nest	6P-9:30P	Banquet
	Summit Training Source			Talsma Terrace	6P-9:30P	Banquet
	We Dance Academy			North Tunnel	6P-9:30P	Staging area
	Delta Imports			Suite 101A	6P-9:30P	Banquet
	Angela Visner			Suite 120A	6P-9:30P	Banquet
	Netscout			Suite 310	6P-9:30P	Banquet
	Sat, Mar 6			Griffins vs Manitoba	GC	JIM
		DG	Banquet All	6P-8:30P	Star Wars Night	
Star Tickets			East Nest	6P-10:10P	Banquet	
Grandville Eye Care			West Nest	6P-10:10P	Banquet	
Applewood Dental			Talsma Terrace	6P-10:10P	Banquet	
All Weather Seal			North Tunnel	6P-10:10P	Banquet	
Great Lakes Dodge			Suite 101A	6P-10:10P	Banquet	
Sun, Mar 7	Available					
Mon, Mar 8	Available					
Tue, Mar 9	Available					
Wed, Mar 10	Available					
Thur, Mar 11	Available					
Fri, Mar 12	USHRA Thunder Nationals	GC	LYNNE	Arena	7:30 PM	Performance
Sat, Mar 13	USHRA Thunder Nationals	GC	LYNNE	Arena	2:00 PM 7:30 PM	Performance Performance
Sun, Mar 14	USHRA Thunder Nationals	GC	ROD	Arena	2:00 PM	Performance
Mon, Mar 15	Available					
Tue, Mar 16	Available					
Wed, Mar 17	Disney on Ice	GC		Arena	8:00 AM	Load-in
Thur, Mar 18	Disney on Ice	GC	KATHY	Arena	7:00 PM	Performance
Fri, Mar 19	Disney on Ice	GC	TODD	Arena	7:00 PM	Performance
Sat, Mar 20	Disney on Ice	GC	JIM	Arena	11:00 AM 3:00 PM 7:00 PM	Performance Performance Performance
Sun, Mar 21	Disney on Ice	GC	TODD	Arena	2:00 PM	Performance
Mon, Mar 22	Available					
Tue, Mar 23	Available					
Wed, Mar 24	Available					
Thur, Mar 25	Winter Jam	GC	CHRIS	Arena	7:00 PM	Performance
Fri, Mar 26	Griffins vs Milwaukee	GC	ROD	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
		DG		Banquet All	6P-7P	Ladies night
	West Side Beer			East Nest	6P-9:30P	Banquet
	Trigo Hospitality			West Nest	6P-9:30P	Banquet
	Melissa Becksvort			Talsma Terrace	6P-9:30P	Banquet
	Expressions Dance			North Tunnel	6P-8:30P	Staging area
	Chemical Bank			Suite 101A	6P-9:30P	Banquet
	Hickey Combs			Suite 101B	6P-9:30P	Banquet

Sat, Mar 27	Griffins vs Texas	GC	EDDIE	Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-9:50P 9:50P-10:10P	Team practice Doors Hockey game Post-game skate Post-game autographs
		DG		Banquet C/D	6P-8:30P	Mascot mania
	Juvenile Diabetes Research Fdn			Banquet A	6P-7P	Banquet
	Dermatology Assns of W MI			East/West Nests	6P-10:10P	Banquet
	Ron Townsend			Talsma Terrace	6P-10:10P	Birthday banquet
	Priority Health			North Tunnel	6P-10:10P	Banquet
	Metro PCS			Suite 101A	6P-10:10P	Banquet
Sun, Mar 28	Available					

# March 2010

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
MON. MAR 1	WEST MICHIGAN HOME AND GARDEN SHOW	EH A-C		SETUP					
		GO A-H		SETUP					
		GG A-F		SETUP					
	INTERNATIONAL FRUIT TREE ASSOCIATION	BALL C	8:00AM-11:59PM	MEETING					
	HOPE COLLEGE RECEPTION	MON A-D	6PM-8PM	RECEPTION	AK	0	0	0	0
	HOPE COLLEGE SHOWCASE	DVPH	10AM-5PM 5PM-7PM 8PM-9:30PM 9:30PM-12AM	MOVE IN REHEARSAL PERFORMANCE MOVE OUT	AK	AS NEEDED 6:30PM-10PM	2 EMT 6:30PM-10:30PM	2 TRAFFIC 7PM-10PM	1 SD 1 FOH
TUES. MAR 2	ICSC WEST MICHIGAN ALLIANCE	BALL C	8:00AM-11:59PM	MEETING					
	WEST MICHIGAN HOME AND GARDEN SHOW	EH A-C GO A-H GG A-F		EXHIBIT BREAKOUT ROOM EXHIBIT					
WED. MAR 3	WEST MICHIGAN HOME AND GARDEN SHOW	EH A-C GO A-H GG A-F		EXHIBIT BREAKOUT ROOM EXHIBIT					
THURS. MAR 4	2010 MFA CONVENTION & TRADESHOW	RECITAL HALL RO A-F	8:00AM-10:00PM	SETUP	DA	NONE	NONE	NONE	LYON DOCK
	CHRIS BOTTI	DVPH	8AM-5PM 7:30PM-10PM 10PM-1AM	MOVE IN PERFORMANCE MOVE OUT	AK	AS NEEDED 6PM-10PM	2 EMT 6PM-10:30PM	2 TRAFFIC 6:30PM-10:30PM	1 SD 1 FOH 1 SMOKING 1 EM 2 ROAM
	WEST MICHIGAN HOME AND GARDEN SHOW	EH A-C GO A-H GG A-F		EXHIBIT BREAKOUT ROOM EXHIBIT					
FRI. MAR 5	2010 MFA CONVENTION & TRADESHOW	RO A-F RECITAL HALL BALL A-B BALL A-B P-FUNC	8:00AM 9:00PM	REGISTRATION SESSIONS MOVE IN DESIGN CONTEST WORKSHOPS CLOSE	DA	NONE	NONE	NONE	2 LYON DOCK WELSH LOBBY 1 SERVICE ELEVATOR
	WEST MICHIGAN HOME AND GARDEN SHOW	EH A-C GO A-H GG A-F MON A-D		EXHIBIT BREAKOUT ROOM EXHIBIT SETUP					
	ST. MARY'S RECEPTION	BALL C	8:00AM-11:59PM	RECEPTION					
	BROADWAY GRAND RAPIDS PRESENTS: R41N	DVPH	8AM-5PM 8PM-10:30PM	MOVE IN PERFORMANCE	AK	AS NEEDED 6:30PM-10:30PM	2 EMT 6:30PM-11PM	2 TRAFFIC 7PM-11PM	1 DOCK 1 SD 1 FOH
SAT. MAR 6	2010 MFA CONVENTION & TRADESHOW	BALL A-B P-FUNC BALL A-B RO A-F RECITAL HALL	7:30AM 8:00AM 9:00AM-5:00PM 12:00PM 9:00PM	ARRIVAL REGISTRATION SHOW LUNCH SESSIONS CLOSE	DA	NONE	NONE	NONE	WELSH LOBBY BADGE CHECK
	WEST MICHIGAN HOME AND GARDEN SHOW	EH A-C GO A-H GG A-F		EXHIBIT BREAKOUT ROOM EXHIBIT					
	BROADWAY GRAND RAPIDS PRESENTS: R41N	DVPH	8PM-10:30PM 10:30PM-1AM	PERFORMANCE MOVE OUT	AK	AS NEEDED 6:30PM-10:30PM	2 EMT 6:30PM-	2 TRAFFIC 7PM-11PM	1 DOCK 1 SD



# March 2010

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
SUN. MAR 7	2010 MFA CONVENTION & TRADESHOW	RECITAL HALL RO A-F BALL A-B BALL A-B P-FUNC	7:00AM 7:30AM 7:30AM-3:30PM 3:30PM-10:30PM	ARRIVAL REGISTRATION SHOW SESSIONS TEAR DOWN	DA	NONE	NONE	NONE	1 FOH WELSH LOBBY BADGE CHECK LYON DOCK LYON DOCK SERVICE ELEVATOR
	PLAYHOUSE DISNEY LIVE	MONROE A DVPH	ALL DAY 6AM-11AM 1:30PM-3PM 4:30PM-6PM 6PM-10PM	CATERING MOVE IN PERFORMANCE PERFORMANCE MOVE OUT	AK	AS NEEDED 12PM-6PM	2 EMT 12PM- 6:30PM	2 TRAFFIC 12:30P-3:30P 3:30PM- 6:30PM	1 SD 1 FOH 1 SMOKING 1 EM 1 ROAM 1 BACKSTAGE
	WEST MICHIGAN HOME AND GARDEN SHOW	EH A-C GO A-H GG A-F		EXHIBIT BREAKOUT ROOM EXHIBIT					
MON. MAR 8	SPECTRUM HEALTH - CENTER FOR EXCEPTIONAL EXPERIENCES EVENT	BALL A-D	8:00AM-11:59PM	SET UP					
	WEST MICHIGAN HOME AND GARDEN SHOW	EH A-C GO A-H GG A-F		EXHIBIT BREAKOUT ROOM EXHIBIT					
TUES. MAR 9	2008 MACUL CONFERENCE	G A-F GO A-H		SETUP					
	SPECTRUM HEALTH - CENTER FOR EXCEPTIONAL EXPERIENCES EVENT	BALL A-D	8:00AM-11:59PM	MEETING					
WED. MAR 10	2008 MACUL CONFERENCE	G A-F GO A-H EH C SECCHIA LOBBY		BREAKOUT BREAKOUT SETUP					
	GRAND RAPIDS SYMPHONY	RECITAL HALL	7:30PM-10PM	REHEARSAL	AK	0	0	0	1 SD
THURS. MAR 11	2008 MACUL CONFERENCE	G A-F GO E-H EH C BALL B-D		BREAKOUT BREAKOUT EXHIBIT GENERAL SESSIONS MEETING					
	OLIVER - TOLAS HEALTH CARE PACKAGING	BOARDROOM	8:00AM-11:59PM						
	THE PROFESSIONAL GROUP	RO A	8:00AM-11:59PM	BREAKOUT ROOM					
	WEST MICHIGAN WOMEN'S EXPO	EH A-B	8:00AM-11:59PM	SETUP					
	GRAND RAPIDS SYMPHONY POPS 5: RODGERS & HAMMERSTEIN	DVPH	12PM - 5PM 7PM-10PM	MOVE IN REHEARSAL	AK	0	0	0	1 SD
FRI. MAR 12	2008 MACUL CONFERENCE	G A-F GO A-H EH C BALL B-D		BREAKOUT BREAKOUT EXHIBIT GENERAL SESSIONS BREAKOUT ROOM					
	THE PROFESSIONAL GROUP	RO A	8:00AM-11:59PM						
	WEST MICHIGAN WOMEN'S EXPO	EH A-B	8:00AM-11:59PM	SETUP & EXHIBIT					
	GRAND RAPIDS SYMPHONY POPS 5: RODGERS & HAMMERSTEIN	DVPH	8PM-10PM	PERFORMANCE	AK	AS NEEDED 6:30PM-10:30PM	2 EMT 6:30PM- 10:30PM	2 TRAFFIC 7PM- 10:30PM	1 SD 1 FOH
SAT. MAR 13	RPOA ANNUAL MEETING	G A-F	6:00AM-11:59PM	EXHIBIT					

# March 2010

DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
	CITY MANAGER'S MEETING	RO F	8:00AM-11:00AM	MEETING					
	WEST MICHIGAN WOMEN'S EXPO	EH A-B	8:00AM-11:59PM	EXHIBIT					
	GRAND RAPIDS SYMPHONY POPS 5: <i>RODGERS &amp; HAMMERSTEIN</i>	DVPH	8PM-10PM	PERFORMANCE	AK	AS NEEDED 6:30PM-10:30PM	2 EMT 6:30PM- 10:30PM	2 TRAFFIC 7PM- 10:30PM	1 SD 1 FOH
SUN. MAR 14	WEST MICHIGAN WOMEN'S EXPO	EH A-B	8:00AM-11:59PM	EXHIBIT & TEAR DOWN					
	GRAND RAPIDS SYMPHONY POPS 5: <i>RODGERS &amp; HAMMERSTEIN</i>	DVPH	3PM-5PM	PERFORMANCE	AK	AS NEEDED 1:30PM-5:30PM	2 EMT 1:30PM- 5:30PM	2 TRAFFIC 2PM-5:30PM	1 SD 1 FOH
MON. MAR 15	MICH. GROUND WATER ASSOC.	EH A GG A	8:00AM-11:59PM 8:00AM-11:59PM	SETUP BREAKOUT ROOM					
TUES. MAR 16	MICH. GROUND WATER ASSOC.	EH A GG A	8:00AM-11:59PM 8:00AM-11:59PM	MEETING BREAKOUT ROOM					
	ULTIMATE SPORT SHOW	EH A-C GG A-F GO A-H EH P-FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP SETUP					
WED. MAR 17	ULTIMATE SPORT SHOW	EH A-C RO A-F GG A-F GO A-H EH P-FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP SETUP SETUP					
THURS. MAR 18	ULTIMATE SPORT SHOW	EH A-C RO A-F GG A-F GO A-H EH P-FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT MEETING BREAKOUT ROOM BREAKOUT ROOM EXHIBIT					
FRI. MAR 19	BPA ANNUAL STATE LEADERSHIP CONFERENCE	BALL A-D		GENERAL SESSION					
	ULTIMATE SPORT SHOW	EH A-C RO A-F GG A-F GO A-H EH P-FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT MEETING BREAKOUT ROOM BREAKOUT ROOM EXHIBIT					
	LORD WHY DO I KEEP CHOOSING THE WRONG MAN?	DVPH	12PM-5PM 8PM-10:30PM 10PM-2AM	MOVE IN PERFORMANCE MOVE OUT	AK	AS NEEDED 6:30PM - 11PM	2 EMT 6:30PM - 11PM	2 TRAFFIC 7PM-11PM	1 SD 1 FOH 1 SMOKING 1 EM 2 ROAM
SAT. MAR 20	BPA ANNUAL STATE LEADERSHIP CONFERENCE	BALL A-D	8:00AM-3:00PM 3:01PM-9:00PM 9:01PM-11:59PM	GENERAL SESSION DINNER RECEPTION					
	ULTIMATE SPORT SHOW	EH A-C RO A-F GG A-F GO A-H EH P-FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT MEETING BREAKOUT ROOM BREAKOUT ROOM EXHIBIT					
	DENNIS DEYOUNG	DVPH	8AM - 5PM 7PM-9:30PM 9:30PM-12AM	MOVE IN PERFORMANCE MOVE OUT	AK	AS NEEDED 5:30PM - 10PM	2 EMT 5:30PM - 10PM	2 TRAFFIC 6PM-10PM	1 SD 1 FOH 1 SMOKING 1 EM 2 ROAM



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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
SUN. MAR 21	BPA ANNUAL STATE LEADERSHIP CONFERENCE	BALL A-D	8:00AM-3:00PM	GENERAL SESSION					
	ULTIMATE SPORT SHOW	EH A-C RO A-F GG A-F GO A-H EH P-FUNC	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT MEETING BREAKOUT ROOM BREAKOUT ROOM EXHIBIT					
MON. MAR 22	ULTIMATE SPORT SHOW	GO A-H GG A-F EH A-C	8:00AM-5:00PM 8:00AM-5:00PM 8:00AM-5:00PM	TEAR DOWN TEAR DOWN TEAR DOWN					
	BROADWAY GRAND RAPIDS SEASON ANNOUNCEMENT	DVPH			AK				
TUES. MAR 23	WARNER, NORCROSS & JUDD HR SEMINAR	GO A-H BALL B BALL C-D	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BREAKOUT ROOM LUNCH GENERAL SESSION					
	LISA WILLIAMS	DVPH	10AM-5PM 7:30PM-9:30PM 9:30PM-12AM	MOVE IN PERFORMANCE MOVE OUT	AK	AS NEEDED 6PM-10PM	2 EMT 6PM-10PM	2 TRAFFIC 6:30PM-10PM	1 SD 1 FOH 1 SMOKING 1 EM 2 ROAM
	MI PETROLEUM ASSOC/MI ASSOC OF CONVENIENCE STORES 2010 ANNUAL CONFERENCE AND TRADESHOW	EH BC	8:00AM-11:59PM	SETUP					
	GRAND RAPIDS SYMPHONY CLASSICAL 8: STORYTELLING WITH MIDORI	RECTAL HALL	7:30PM-10PM	REHEARSAL	AK	0	0	0	1 SD
WED. MAR 24	MI PETROLEUM ASSOC/MI ASSOC OF CONVENIENCE STORES 2010 ANNUAL CONFERENCE AND TRADESHOW	GG A-F EH BC	8:00AM-11:59PM 8:00AM-4:59PM 5:00PM-9:00PM	MEETINGS SETUP EXHIBITS					
	MIAEYC 2010 ANNUAL CONFERENCE	BUS. CENTER BALL A-D	11:00AM 12:00PM-8:00PM 5:00PM-8:00PM	ARRIVAL LOAD IN REGISTRATION	DA	NONE	NONE	NONE	LYON DOCK SERVICE ELEVATOR
	GRAND RAPIDS SYMPHONY CLASSICAL 8: STORYTELLING WITH MIDORI	DVPH	3:30PM-6PM 7:30PM-10PM	REHEARSAL REHEARSAL	AK	0	0	0	1 SD
THURS. MAR 25	MI PETROLEUM ASSOC/MI ASSOC OF CONVENIENCE STORES 2010 ANNUAL CONFERENCE AND TRADESHOW	GG A-F EH BC	8:00AM-5:00PM 8:00AM-11:59PM	MEETINGS EXHIBITS					
	MIAEYC 2010 ANNUAL CONFERENCE	BUS. CENTER BALL A-D GO A-H	7:00AM 7:00AM 7:00AM-10:00AM 10:30AM-5:00PM 8:30AM-10:15AM	ARRIVAL REGISTRATION LOAD IN EXHIBITS OPEN KEYNOTE SPEAKER SESSIONS	DA	NONE	NONE	NONE	LYON DOCK WELSH LOBBY SERVICE ELEVATOR
	GRAND RAPIDS SYMPHONY CLASSICAL 8: STORYTELLING WITH MIDORI	DVPH	7:30PM-10PM	REHEARSAL	AK	0	0	0	1 SD
FRI. MAR 26	MI PETROLEUM ASSOC/MI ASSOC OF CONVENIENCE STORES 2010 ANNUAL CONFERENCE AND TRADESHOW	EH BC	8:00AM-12:00PM	TEAR DOWN					
	MIAEYC 2010 ANNUAL CONFERENCE	BUS. CENTER BALL A-D GO A-D	7:00AM 7:00AM 9:00AM-6:00PM 8:30AM	ARRIVAL REGISTRATION EXHIBITS OPEN KEYNOTE SPEAKER	DA	NONE	NONE	NONE	WELSH LOBBY

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DATE	EVENT	ROOM	TIME	FUNCTION	EC	HOUSE STAFF	EMT'S	POLICE	SECURITY
		GG A-F		SESSIONS					
	GRAND RAPIDS SYMPHONY CLASSICAL 8: STORYTELLING WITH MIDORI	DVPH	8PM-10PM	PERFORMANCE	AK	AS NEEDED 6:30PM-10:30PM	2 EMT 6:30PM- 10:30PM	2 TRAFFIC 7PM- 10:30PM	1 SD 1 FOH
	DYKEMA	MON A MON D RO A-F BOARDROOM	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION MEALS BREAKOUT ROOM BREAKOUT ROOM					
SAT. MAR 27	MIAEYC 2010 ANNUAL CONFERENCE	BUS. CENTER BALL A-D GO A-D GG A-F	7:30AM 7:30AM 9:00AM-2:00PM 8:30AM	ARRIVAL REGISTRATION EXHIBITS OPEN KEYNOTE SPEAKER SESSIONS LOAD OUT	DA	NONE	NONE	NONE	LYON DOCK WELSH LOBBY SERVICE ELEVATOR
	DYKEMA	MON A MON B-D RO A-F BOARDROOM	2:00PM-6:00PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	GENERAL SESSION MEALS BREAKOUT ROOM BREAKOUT ROOM					
	GRAND RAPIDS SYMPHONY CLASSICAL 8: STORYTELLING WITH MIDORI	DVPH	8PM-10PM 10PM-12AM	PERFORMANCE MOVE OUT	AK	AS NEEDED 6:30PM-10:30PM	2 EMT 6:30PM- 10:30PM	2 TRAFFIC 7PM- 10:30PM	1 SD 1 FOH
SUN. MAR 28									
MON. MAR 29	BROADWAY GRAND RAPIDS PRESENTS: THE COLOR PURPLE	DVPH	TBD	HOUSE STRIP					
TUES. MAR 30	GVSU EXTREME ENTREPRENEURSHIP TOUR BROADWAY GRAND RAPIDS PRESENTS: THE COLOR PURPLE	BALL A-D DVPH	8:00AM-11:59PM 8AM-3PM 7:30PM-10PM	GENERAL SESSION MOVE IN PERFORMANCE	AK	AS NEEDED 6PM-10PM	2 EMT 6PM- 10:30PM	2 TRAFFIC 6:30PM- 10:30PM	1 DOCK 1 SD 1 FOH
WED. MAR 31	BROADWAY GRAND RAPIDS PRESENTS: THE COLOR PURPLE	DVPH	7:30PM-10PM	PERFORMANCE	AK	AS NEEDED 6PM-10PM	2 EMT 6PM- 10:30PM	2 TRAFFIC 6:30PM- 10:30PM	1 SD 1 FOH