



Agenda

Board of Directors

Friday, October 5, 2012

Following CAA Operations Committee Meeting

Kent County Commission Chambers

300 Monroe, NW – Grand Rapids, MI

- | | | |
|----|--|-------------------|
| 1. | Call to Order | Steven R. Heacock |
| 2. | 2012 International Wine, Beer & Food Festival Preview | Henri Boucher |
| 3. | Minutes of September 7, 2012 | Action |
| 4. | Committee Reports | |
| | A. Operations Committee | Information |
| | B. Finance Committee | |
| | i. Acceptance of CAA August 2012 Financial Statements | Action |
| | ii. Acceptance of SMG August 2012 Financial Statements | Action |
| 5. | SMG Report and Facilities Calendars | Information |
| 6. | Public Comment | |
| 7. | Adjournment | |

**Next Meeting Date: Friday, November 2, 2012,
Following the CAA Finance Committee Meeting**

Wine, Beer & Food Festival						
Budget for Nov 2012					as of Oct 1	
	GRW Actual 08	GRW Actual 09	GRW Actual 10	GRW Actual 11	GRW Budget 12	
REVENUE						
SPACE RENTAL	\$96,600.00	\$124,900.00	\$ 137,525.00	\$ 145,475.00	\$ 146,000.00	
SPONSORSHIP	\$55,000.00	\$45,000.00	\$ 54,500.00	\$53,500.00	\$55,000.00	
ADMISSIONS	\$51,825.00	\$76,748.00	\$ 70,800.00	\$ 78,870.00	\$ 85,000.00	
ADMISSIONS VIP	\$503.00	\$1,280.00	\$ 4,895.00	\$ 5,932.50	\$ 6,500.00	
TOTAL CASH REVENUE	\$203,928.00	\$247,928.00	\$ 267,720.00	\$ 283,777.50	\$ 292,500.00	
TOTAL OPERATING EXPEN	\$41,795.00	\$45,471.67	\$51,905.00	\$57,563.00	\$56,401.00	
BUILDING RENT	\$15,000.00	\$18,450.00	\$ 19,050.00	\$ 19,650.00	\$ 20,250.00	
TOTAL PRODUCTION EXPE	\$43,858.00	\$23,640.00	\$ 29,664.00	\$ 35,647.00	\$ 24,859.00	
TOTAL OCCUPANCY EXPEI	\$7,542.00	\$9,522.00	\$ 12,521.00	\$ 11,043.00	\$ 10,635.00	
TOTAL ADVERTISING EXPE	\$64,634.00	\$53,696.52	\$ 51,014.00	\$ 55,746.00	\$ 58,118.00	
TOTAL MKT'G & MNGMT E	\$61,615.00	\$65,261.60	\$ 72,178.00	\$ 70,472.50	\$ 72,035.00	
TOTAL EXPENSES	\$234,444.00	\$216,041.79	\$ 236,332.00	\$ 250,121.50	\$ 242,298.00	
INCOME (loss)	-\$30,516.00	\$31,886.21	\$31,388.00	\$33,656.00	\$50,202.00	

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY
CONVENTION/ARENA AUTHORITY
BOARD OF DIRECTORS MEETING
Friday, September 7, 2012**

1. Call to Order

Steve Heacock, Chairperson, called the meeting to order at 8:30 a.m. Susan M. Waddell recorded the meeting minutes in the absence of Secretary/Treasurer Birgit Klohs.

Attendance

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

Members Absent: Birgit Klohs
Joe Tomaselli

Staff/Others:	David Czurak	<i>Grand Rapids Business Journal</i>
	Daryl Delabbio	Kent County
	Jim Harger	<i>MLive</i>
	George Helmstead	Experience Grand Rapids
	Chris Machuta	SMG
	Rich MacKeigan	SMG
	Greg Sundstrom	City of Grand Rapids
	Susan Waddell	CAA
	Richard Wendt	Dickinson Wright
	Robert White	CAA

2. Minutes of Prior Meeting

Motion by Mr. Heartwell, support by Mr. Chamberlin, to approve the August 3, 2012, Minutes. Motion carried.

3. Committee Reports

a. Operations Committee

Mr. Chamberlin stated that the Operations Committee did not meet and has nothing new to report.

i. Experience Grand Rapids

Mr. Helmstead provided an overview of the CVB's recent sales activities, marketing efforts, and major bid presentations. Hotel occupancy is at its highest since 1996. Last month, Experience Grand Rapids booked 22 groups and hosted nine site inspections.

b. Finance Committee

i. CAA July 2012 Financial Statements

Motion: Mr. Chamberlin, supported by Mr. Heartwell, moved to accept the CAA Financial Statements for the period ended July 31, 2012. The motion carried unanimously.

ii. SMG July 2012 Financial Statements

Motion: Mr. Heartwell, supported by Mr. Wilson, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended July 31, 2012. The motion carried unanimously.

4. **Directors & Officers Insurance Renewal**

Motion: Mr. Chamberlin, supported by Mr. Wilson, moved to approve renewal of the directors' and officers' liability insurance. The motion carried unanimously.

5. **Resolution Approving Summary of Relevant Revised/New Terms of Lease Agreement With West Michigan Hockey, Inc. and Authorizing the Preparation and Execution of a Lease Agreement Consistent with Such Terms**

Boardmember Chamberlin, supported by Boardmember Secchia, moved the adoption of the following resolution:

WHEREAS, West Michigan Hockey, Inc. ("WMH") and the Downtown Development Authority of the City of Grand Rapids (the "DDA") entered into a Lease Agreement dated October 11, 1995 (the "Original Lease"), for use of the Van Andel Arena (the "Arena") by the Grand Rapids Griffins (the "Griffins"); and

WHEREAS, the DDA subsequently assigned its interest in the Original Lease to the Grand Rapids-Kent County Convention/Arena Authority; and

WHEREAS, the Original Lease term, including renewal terms, expired August 31, 2011; and

WHEREAS, WMH and the CAA desire to enter into a new lease agreement for use of the Arena by the Griffins upon terms similar to those in the Original Lease as modified by the "Summary of Relevant Revised/New Terms of Lease Agreement between West Michigan Hockey, Inc. and the Grand Rapids-Kent County Convention/Arena Authority" presented at this meeting (the "Summary of Revised/New Terms").

RESOLVED:

1. That the Summary of Revised/New Terms is hereby approved and the General Manager of the Arena (the "GM") along with CAA legal counsel are hereby authorized to finalize the new lease agreement (the "New Lease") incorporating the provisions in the Summary of Revised/New Terms along with relevant provisions of the Original Lease with such

modifications not materially adverse to the CAA approved as to content by the GM and as to form by CAA legal counsel.

2. *That the CAA Chairman is authorized and directed to execute the approved New Lease for and on behalf of the CAA.*

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

The motion carried unanimously.

6. FY 2012 Audit Plan

BDO submitted its audit plan and engagement letter to communicate its responsibilities under generally accepted auditing standards, and an overview of the planned scope and timing of the audit.

7. SMG Report

Mr. MacKeigan reported that activity is picking up at the Arena. On-sales include Big Time Rush, the Circus, Zac Brown Band, Rascal Flatts, Carrie Underwood, WWE wrestling, Sesame Street Live, TSO, GVSU commencement, Journey, the Story Tour, and the Bill Gaither concert. Green Day, Jeff Dunham, Bob Dylan, and several family shows will be going on sale soon. Summer clean-up is almost complete. The convention center is busy with Arts Midwest, ArtPrize, Blue Man Group, Dr. John and the Blind Boys of Alabama, Fresh Beat Band, and the International Wine, Beer & Food Festival. The arts groups will begin their new seasons this month, also.

8. Public Comment

Chair Heacock extended his congratulations to Lew Chamberlin on his upcoming marriage to Anne Gallup, to Charlie and Elizabeth Secchia on the pending birth of their child, and to Rich and Terri MacKeigan, who will soon become U.S. citizens.

9. Adjournment

The meeting adjourned at 8:45 a.m.

The date for next CAA Board meeting is Friday October 5, 2012, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, immediately following the CAA Operations Committee meeting.

Susan M. Waddell, Recording Secretary



Memorandum

To: CAA Finance Committee

From: Robert J. White

Subject: August 2012 Financial Statements

Date: September 25, 2012

The attached interim Balance Sheet, Administrative Income Statement, and Consolidated Income Statement are formatted to provide information concerning the Convention/Arena Authority administrative accounts.

These statements are prepared on a cash basis. The Balance Sheet includes a two-year comparative financial position at August 31 for Fiscal Years 2012 (subject to audit) and 2013. 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 2012). 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, 2012. This is generally in line with the budget forecast.
- Fund balance decreased by \$.2 million from the June 30, 2012 level.

August Administrative Revenue/Expense:

- Overall Expense. Very limited activity occurred, again, in the month of August. Operating expenses are budgeted at a 10.2% annual increase. For the current fiscal year, actual operating expenses totaled a (15.7%) decrease from prior year. Year-to-date total expense (two months) comprise only 7.8% of annual budget.

Consolidated Income Statement (two months):

- The Van Andel Arena® budget forecast a current year “Net Proceeds” increase of +12.3%. For the current fiscal year, “Net Proceeds” are reported at a decline of (169.8%) from prior-year performance.
- The DeVos Place® budget forecast a current year “Net Proceeds” decrease of (59.2%). For the current fiscal year, “Net Proceeds” are reported at 83.1% ahead of prior-year performance.
- Total operating “Net Proceeds” are down by (\$184,747) 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.

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

		<u>8/31/2011</u>	<u>8/31/2012</u>
<u>Assets</u>			
Cash	- Operating	\$ 135,609	\$ 44,551
Investments	- Kent County	20,973,949	20,913,586
Capital Assets (Net)		<u>1,611,131</u>	<u>1,611,131</u>
Total Assets		<u><u>\$ 22,720,689</u></u>	<u><u>\$ 22,569,268</u></u>

<u>Liabilities & Fund Balance</u>			
Accounts Payable		\$ 126,975	\$ 156,711
Fund Balance		<u>22,593,714</u>	<u>22,412,557</u>
Total Liabilities & Fund Balance		<u><u>\$ 22,720,689</u></u>	<u><u>\$ 22,569,268</u></u>

Grand Rapids-Kent County Convention/Arena Authority
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ending June 30, 2013

	Annual			Year-To-Date		
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage
	<u>Final</u>	<u>Budget</u>	<u>Change</u>	<u>7/1 - 8/31</u>	<u>7/1 - 8/31</u>	<u>Change</u>
Revenues:						
Transfers from SMG	\$ 2,500,000	\$ 2,813,838	12.6	\$ 200,000	\$ 150,000	(25.0)
Parking	1,040,602	1,116,829	7.3	52,127	83,291	59.8
Interest	123,835	106,000	(14.4)	27,611	18,413	(33.3)
Miscellaneous	32,455	81,000	149.6	2,558	-	(100.0)
Total Revenues	<u>3,696,892</u>	<u>4,117,667</u>	<u>11.4</u>	<u>282,296</u>	<u>251,704</u>	<u>(10.8)</u>
Expenditures:						
Operations						
- Utilities	2,155,952	2,404,804	11.5	300,065	259,356	(13.6)
- Parking Management	218,043	198,000	(9.2)	9,661	9,219	(4.6)
- Pedestrian Safety	109,173	121,510	11.3	-	-	-
- Marketing - CVB/Sports	100,000	100,000	-	-	-	-
- DID Assessment	38,398	60,000	56.3	-	-	-
- Landscaping	17,091	30,000	78.5	-	3,516	100+
- Food & Beverage Repairs	-	40,000	100+	-	-	-
Administration						
- Wages/Benefits	105,426	114,677	8.8	10,008	13,363	33.5
- Consulting Services	160,594	35,900	(77.6)	-	-	-
- Professional Services	49,641	72,000	45.0	6,621	4,383	(33.8)
- Diversity Initiative	62,032	100,000	61.2	(1,355)	6,908	509.8
- Procurement of Art	18,368	30,000	63.3	1,320	390	(70.5)
- Insurance	27,502	28,600	4.0	23,391	-	(100.0)
- Supplies/Other	20,313	60,000	195.4	3,602	559	(84.5)
Operating Expenditures	<u>3,082,533</u>	<u>3,395,491</u>	<u>10.2</u>	<u>353,313</u>	<u>297,694</u>	<u>(15.7)</u>
Capital R/R/A ⁽²⁾						
	656,650	1,903,000	189.8	20,411	106,916	423.9
Total Expenditures	<u>3,739,183</u>	<u>5,298,491</u>		<u>373,724</u>	<u>404,610</u>	
Excess (Deficiency) of Revenues	<u>(42,291)</u>	<u>(1,180,824)</u>	<u>2692.1.7</u>	<u>\$ (91,428)</u>	<u>\$ (152,906)</u>	<u>67.2</u>
Over Expenditures						
Balance, beginning of period	<u>22,065,862</u>	<u>22,023,571</u>				
Balance, end of period	<u><u>\$ 22,023,571</u></u>	<u><u>\$ 20,842,747</u></u>				

NOTES:

(1) Subject to Audit

(2) R/R/A - Repair/Replacement/Additions and Budget Amendment of 8/3/12

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

	Annual			Year-To-Date		
	FY 2012	FY 2013	Percentage	FY 2012	FY 2013	Percentage
	Final	Budget	Change	7/1 - 8/31	7/1 - 8/31	Change
Van Andel Arena						
Operating - Revenues	\$4,528,825	\$4,997,896	10.4	\$ 793,604	\$369,665	(53.4)
- Expenses - Facilities	(3,464,708)	(3,818,869)	10.2	\$ (544,234)	(538,696)	(1.0)
- Base Management Fees	(162,674)	(167,375)	2.9	\$ (27,083)	(27,083)	0.0
Net Operating Income (Loss)	901,443	1,011,652	12.2	222,287	(196,114)	(188.2)
Parking	144,454	166,829	15.5	24,168	24,168	0.0
Pedestrian Safety	(65,018)	(76,970)	18.4	-	-	0.0
Net Proceeds (Cost) of VAA	980,879	1,101,511	12.3	246,455	(171,946)	(169.8)
DeVos Place Convention Center						
Operating - Revenues	5,058,250	4,838,806	(4.3)	461,898	658,417	42.5
- Expenses - Facilities	(5,272,436)	(5,274,049)	0.1	(740,845)	(738,222)	(0.4)
- Base Management Fees	(162,501)	(167,375)	3.0	(26,910)	(27,084)	0.6
Net Operating Loss	(376,687)	(602,618)	(60.0)	(305,857)	(106,889)	65.1
Parking	678,105	752,000	10.9	27,959	59,933	114.4
Pedestrian Safety	(44,155)	(44,540)	0.9	-	-	0.0
Net Proceeds (Cost) of DVP	257,263	104,842	(59.2)	(277,898)	(46,956)	83.1
Other						
Revenues						
Interest/Capital Contribution	123,835	156,000		27,611	18,413	
Miscellaneous	32,455	31,000		2,558		
	156,290	187,000	19.6	30,169	18,413	(40.0)
Expenses						
Administration	(382,274)	(601,177)		(43,587)	(25,603)	
Other Operating	(17,091)	(70,000)			(3,516)	
	(599,365)	(671,177)	12.0	(43,587)	(29,119)	(33.2)
Net Other	(443,075)	(484,177)	(9.3)	(13,418)	(10,706)	20.2
Total Net Proceeds/Operating	795,067	722,176		(44,861)	(229,608)	
Capital Expenditures	(656,650)	(1,903,000)		(20,411)	(106,916)	
Results Net of Capital Expenditures	\$ 138,417	\$ (1,180,824)		\$ (65,272)	\$ (336,524)	

NOTES:

DEVOS PLACE

DE VOS PLACE

FINANCIAL STATEMENT
FOR THE PERIOD ENDED AUGUST 31, 2012

Distribution:

Grand Rapids – Kent County Convention / Arena Authority
Robert White
Bob McClintock
Lewis Dawley
Gary McAneney
John Szudzik
Richard MacKeigan
Chris Machuta



An SMG Managed Facility

DE VOS PLACE
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	61	436	497	497	-
ATTENDANCE	53,669	459,331	513,000	513,000	-
DIRECT EVENT REVENUE	288,490	2,362,250	2,650,740	2,650,740	-
ANCILLARY REVENUE	358,748	1,615,868	1,974,616	1,974,616	-
TOTAL EVENT REVENUE	647,238	3,978,118	4,625,356	4,625,356	-
TOTAL OTHER REVENUE	11,179	202,271	213,450	213,450	-
TOTAL OPERATING REVENUE	658,417	4,180,389	4,838,806	4,838,806	-
INDIRECT EXPENSES					
EXECUTIVE	22,502	152,013	174,515	174,515	-
FINANCE	34,400	204,154	238,554	238,554	-
MARKETING	13,109	70,951	84,060	84,060	-
OPERATIONS	178,804	1,302,449	1,481,253	1,481,253	-
EVENT SERVICES	137,590	761,124	898,714	898,714	-
BOX OFFICE	15,579	70,642	86,221	86,221	-
SALES	52,025	328,161	380,186	380,186	-
OVERHEAD	311,295	1,786,626	2,097,921	2,097,921	-
TOTAL OPERATING EXP.	765,306	4,676,120	5,441,424	5,441,424	-
NET REVENUE ABOVE EXPENSES	(106,889)	(495,731)	(602,618)	(602,618)	-
INCENTIVE FEE			-	0	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(106,889)	(495,731)	(602,618)	(602,618)	-

Comments:

DeVos Place continues strong year over year activity through the first two months of the fiscal year both in usage and overall bottomline for the facility. Bookings continue to look strong through the first half of the fiscal year.

General Manager

Finance Director

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

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

MONTH	August Actual	August Budget	August FY 2011
Number of Events	31	31	29
Attendance	31,003	26,580	13,086
Direct Event Income	\$151,051	\$159,736	\$106,115
Ancillary Income	142,740	191,968	147,807
Other Income	3,142	2,666	3,312
Indirect Expenses	(374,980)	(453,452)	(406,538)
Net Income	(\$78,047)	(\$99,082)	(\$149,304)

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	61	61	57
Attendance	53,669	61,320	33,185
Direct Event Income	\$288,490	\$346,648	\$190,981
Ancillary Income	358,748	399,768	265,711
Other Income	11,179	12,916	5,206
Indirect Expenses	(765,306)	(906,904)	(767,755)
Net Income	(\$106,889)	(\$147,572)	(\$305,857)

EVENT INCOME

Event income was consistent with budget and well ahead of prior year.

ANCILLARY INCOME

Ancillary income fell below budget for the month as spending in Electrical and Audio/Visual was lower than expected. This was due more to the needs of the specific events hosted more than any change in spending trend that have seen.

INDIRECT EXPENSES

Indirect expenses came in favorable to budget overall and consistent with prior year.

DeVos Place
Income Statement
For the Two Months Ending August 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
Event Income								
Direct Event Income								
Rental Income	\$162,512	\$174,000	(\$11,488)	\$117,428	\$318,423	\$374,700	(\$56,277)	\$238,304
Service Revenue	77,366	108,030	(30,664)	74,522	203,697	234,612	(30,915)	124,597
Service Expenses	(88,827)	(122,294)	33,467	(85,835)	(233,630)	(262,664)	29,034	(171,920)
Total Direct Event Income	151,051	159,736	(8,685)	106,115	288,490	346,648	(58,158)	190,981
Ancillary Income								
F&B Concession	10,598	4,508	6,090	2,747	20,764	12,094	8,670	7,761
F&B Catering	53,166	62,406	(9,240)	52,739	133,664	117,332	16,332	89,964
Novelty Sales	0	0	0	0	1,040	850	190	0
Booth Cleaning	15,252	23,522	(8,270)	14,121	29,169	54,826	(25,657)	14,756
Electrical Services	21,925	48,500	(26,575)	15,350	58,666	105,700	(47,034)	37,344
Audio Visual	20,699	34,954	(14,255)	49,518	68,415	74,014	(5,599)	77,884
Internet Services	10,391	5,428	4,963	3,492	23,700	10,732	12,968	16,519
Equipment Rental	10,709	12,650	(1,941)	9,840	23,330	24,220	(890)	21,483
Total Ancillary Income	142,740	191,968	(49,228)	147,807	358,748	399,768	(41,020)	265,711
Other Event Income								
Ticket Rebates(Per Event)	1,325	0	1,325	1,854	6,078	7,584	(1,506)	1,914
Total Other Event Income	1,325	0	1,325	1,854	6,078	7,584	(1,506)	1,914
Total Event Income	295,116	351,704	(56,588)	255,776	653,316	754,000	(100,684)	458,606
Other Operating Income								
Luxury Box Agreements	1,186	1,333	(147)	1,357	2,373	2,666	(293)	2,715
Other Income	631	1,333	(702)	101	2,728	2,666	62	577
Total Other Operating Income	1,817	2,666	(849)	1,458	5,101	5,332	(231)	3,292
Adjusted Gross Income	296,933	354,370	(57,437)	257,234	658,417	759,332	(100,915)	461,898
Operating Expenses								
Salaries and Wages	173,478	231,518	(58,040)	175,500	363,164	463,036	(99,872)	325,421
Payroll Taxes and Benefits	47,292	60,501	(13,209)	49,542	102,342	121,002	(18,660)	81,683
Labor Allocations to Events	(65,361)	(121,634)	56,273	(69,748)	(164,694)	(243,268)	78,574	(133,500)
Net Salaries and Benefits	155,409	170,385	(14,976)	155,294	300,812	340,770	(39,958)	273,604
Contracted Services	28,220	20,718	7,502	27,401	51,663	41,436	10,227	51,835
General and Administrative	16,545	26,952	(10,407)	22,842	47,408	53,904	(6,496)	40,155
Operations	11,856	9,905	1,951	5,917	15,208	19,810	(4,602)	8,625
Repair and Maintenance	29,333	43,417	(14,084)	46,671	54,079	86,834	(32,755)	81,591
Operational Supplies	7,559	21,242	(13,683)	12,304	15,923	42,484	(26,561)	19,666
Insurance	14,163	16,402	(2,239)	7,813	26,875	32,804	(5,929)	23,626
Utilities	98,353	130,483	(32,130)	114,754	226,254	260,966	(34,712)	241,743
SMG Management Fees	13,542	13,948	(406)	13,542	27,084	27,896	(812)	26,910
Total Operating Expenses	374,980	453,452	(78,472)	406,538	765,306	906,904	(141,598)	767,755
Net Income(Loss) From Operations	(78,047)	(99,082)	21,035	(149,304)	(106,889)	(147,572)	40,683	(305,857)
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	(78,047)	(99,082)	21,035	(149,304)	(106,889)	(147,572)	40,683	(305,857)

SMG DeVos Place
Grand Rapids - Kent County Convention/Arena Authority
Year to Date Event Summary Report
For the Two Months Ended August 31,2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	45	45	46,588	52,200	577,947	642,510
Consumer/Gated Shows						
DeVos Performance Hall	4	4	2,726	4,580	20,900	31,068
Banquets	2	2	600	1,300	7,197	15,250
Meetings	6	6	1,391	1,440	34,369	24,912
Other	4	4	2,364	1,800	12,902	40,260
GRAND TOTALS	61	61	53,669	61,320	653,316	754,000

As Percentage of Overall

Convention/Trade Shows	73.77%	73.77%	86.81%	85.13%	88.46%	85.21%
Consumer/Gated Shows	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Devos Performance Hall	6.56%	6.56%	5.08%	7.47%	3.20%	4.12%
Ballroom Exclusive	3.28%	3.28%	1.12%	2.12%	1.10%	2.02%
Meetings	9.84%	9.84%	2.59%	2.35%	5.26%	3.30%
Other	6.56%	6.56%	4.40%	2.94%	1.97%	5.34%

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

ASSETS

Current Assets

Cash	1,362,938
Account Receivable	872,294
Prepaid Expenses	20,376

Total Current Assets	-----	\$2,255,608
-----------------------------	-------	--------------------

Total Assets	-----	\$2,255,608
	=====	

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	74,408
Accrued Expenses	330,929
Deferred Income	59,557
Advanced Ticket Sales & Deposits	660,455

Total Current Liabilities	-----	\$1,125,349
----------------------------------	-------	--------------------

Other Liabilities

Equity

Funds Remitted to CAA	0
Expenses Paid Direct by CAA	217,514
Beginning Balance Equity	1,019,634
Current Year Equity	(106,889)

Total Equity	-----	\$1,130,259
---------------------	-------	--------------------

Total Liabilities and Equity	-----	\$2,255,608
	=====	

5

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

Current - Under 30 Days	
Food & Beverage	63,798
Ticketing	25,272
Merchandise	-
Decorating	15,251
Audio/Visual	20,698
Van Andel Arena	170,441
Operating	394,072
 Over 30 Days	 137,205
 Over 60 Days	 45,557
 Over 90 Days	
 Total Accounts Receivable	 872,294

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

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	1,011,652	(602,618)	409,034	511,215
Benchmark ++			750,000	750,000
Excess	1,011,652	(602,618)	(340,966)	(238,785)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	165,262	165,263	330,525	325,000
Incentive Fee				
Revenue	4,997,896	4,838,806	9,836,702	9,587,075
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	97,896	538,806	636,702	487,075
Incentive Fee **	-	-	-	-
Total SMG Management Fee	165,262	165,263	330,525	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.



VAN ANDEL ARENA

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

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Bob McClintock

Lewis Dawley

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



An SMG Managed Facility

VAN ANDEL ARENA
ROLLING FORECAST
FISCAL YEAR ENDING JUNE 30, 2013

	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	5	96	101	101	-
ATTENDANCE	7,209	557,991	565,200	565,200	-
DIRECT EVENT INCOME	86,233	1,227,288	1,313,521	1,313,521	-
ANCILLARY INCOME	3,366	1,131,569	1,134,935	1,134,935	-
TOTAL EVENT INCOME	89,599	2,358,857	2,448,456	2,448,456	-
TOTAL OTHER INCOME	280,066	2,269,374	2,549,440	2,549,440	-
TOTAL INCOME	369,665	4,628,231	4,997,896	4,997,896	-
INDIRECT EXPENSES					
EXECUTIVE	26,153	143,363	169,516	169,516	-
FINANCE	29,082	211,552	240,634	240,634	-
MARKETING	33,918	254,190	288,108	288,108	-
OPERATIONS	260,738	1,349,161	1,609,899	1,609,899	-
BOX OFFICE	18,374	119,813	138,187	138,187	-
LUXURY SEATING	6,760	90,649	97,409	97,409	-
SKYWALK ADMIN	3,550	22,791	26,341	26,341	-
OVERHEAD	187,204	1,228,946	1,416,150	1,416,150	-
TOTAL INDIRECT EXP.	565,779	3,420,465	3,986,244	3,986,244	-
NET REVENUE ABOVE EXPENSES	(196,114)	1,207,766	1,011,652	1,011,652	-
LESS INCENTIVE FEE					-
NET REVENUE ABOVE EXPENSES AFTER INCENTIVE	(196,114)	1,207,766	1,011,652	1,011,652	-

Comments:

August was a quiet month at the Arena with no events hosted during the month. Shows continue to get put on-sale for the 2nd quarter of the fiscal year with all of them selling either at, or ahead of, expected levels.


General Manager


Director of Finance

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

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

MONTH	August Actual	August Budget	August FY 2012
Number of Events	0	0	4
Attendance	0	0	26,918
Direct Event Income	\$0	\$0	\$86,282
Ancillary Income	322	0	82,336
Other Income	143,006	151,958	245,244
Indirect Expenses	(290,850)	(332,188)	(277,007)
Net Income	(\$147,522)	(\$180,230)	\$136,855

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2012 Prior Year
Number of Events	5	5	6
Attendance	7,209	20,500	45,346
Direct Event Income	\$86,233	\$119,449	\$200,590
Ancillary Income	3,366	33,974	133,969
Other Income	280,066	333,303	459,045
Indirect Expenses	(565,779)	(664,376)	(571,317)
Net Income	(\$196,114)	(\$177,650)	\$222,287

EVENT INCOME

No events were hosted during the month.

ANCILLARY INCOME

Ancillary income shows a small adjustment made to a July accrual.

INDIRECT EXPENSES

Indirect expenses came in at expected levels for the month.

Van Andel Arena
Income Statement
For the Two Months Ending August 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
Event Income								
Direct Event Income								
Rental Income	\$0	\$0	0	\$31,427	\$87,638	\$116,737	(29,099)	\$126,244
Service Revenue	0	0	0	225,369	25,015	46,426	(21,411)	362,948
Service Expenses	0	0	0	(170,514)	(26,420)	(43,714)	17,294	(288,602)
Total Direct Event Income	0	0	0	86,282	86,233	119,449	(33,216)	200,590
Ancillary Income								
F&B Concession	0	0	0	62,204	1,120	28,699	(27,579)	98,548
F&B Catering	322	0	322	6,232	1,611	1,657	(46)	12,013
Novelty Sales	0	0	0	13,900	0	3,618	(3,618)	23,408
Booth Cleaning	0	0	0	0	635	0	635	0
Total Ancillary Income	322	0	322	82,336	3,366	33,974	(30,608)	133,969
Other Event Income								
Ticket Rebates(Per Event)	0	0	0	46,846	0	17,587	(17,587)	74,700
Total Other Event Income	0	0	0	46,846	0	17,587	(17,587)	74,700
Total Event Income	322	0	322	215,464	89,599	171,010	(81,411)	409,259
Other Operating Income								
Luxury Box Agreements	82,778	95,875	(13,097)	138,084	165,557	203,550	(37,993)	276,301
Advertising	54,000	52,083	1,917	55,044	108,000	104,166	3,834	99,044
Other Income	6,228	4,000	2,228	5,270	6,509	8,000	(1,491)	9,000
Total Other Operating Income	143,006	151,958	(8,952)	198,398	280,066	315,716	(35,650)	384,345
Adjusted Gross Income	143,328	151,958	(8,630)	413,862	369,665	486,726	(117,061)	793,604
Operating Expenses								
Salaries and Wages	135,145	163,268	(28,123)	175,401	241,145	326,536	(85,391)	349,042
Payroll Taxes and Benefits	27,529	44,551	(17,022)	48,775	61,299	89,102	(27,803)	88,502
Labor Allocations to Events	(16,110)	(67,454)	51,344	(105,719)	(49,374)	(134,908)	85,534	(188,134)
Net Salaries and Benefits	146,564	140,365	6,199	118,457	253,070	280,730	(27,660)	249,410
Contracted Services	19,854	20,928	(1,074)	12,901	36,509	41,856	(5,347)	37,677
General and Administrative	16,102	21,527	(5,425)	22,656	46,559	43,054	3,505	41,483
Operations	769	7,057	(6,288)	1,504	14,631	14,114	517	2,419
Repair and Maintenance	14,173	19,648	(5,475)	11,299	30,017	39,296	(9,279)	23,411
Operational Supplies	17,562	15,375	2,187	10,782	22,264	30,750	(8,486)	7,979
Insurance	2,830	10,573	(7,743)	2,134	6,913	21,146	(14,233)	11,778
Utilities	59,454	82,767	(23,313)	83,732	128,733	165,534	(36,801)	170,077
SMG Management Fees	13,542	13,948	(406)	13,542	27,083	27,896	(813)	27,083
Total Operating Expenses	290,850	332,188	(41,338)	277,007	565,779	664,376	(98,597)	571,317
Net Income(Loss) From Operations	(147,522)	(180,230)	32,708	136,855	(196,114)	(177,650)	(18,464)	222,287
Other Non-Operating Expenses								
Adjusted Net Income(Loss)	(147,522)	(180,230)	32,708	136,855	(196,114)	(177,650)	(18,464)	222,287

SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Event Summary
For the One Month Ended July 31, 2012

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show						
Sporting Event						
Concert	-	1	-	8,500	-	78,290
Team Home Games						
Other	5	4	7,209	12,000	89,599	92,720
GRAND TOTALS	5	5	7,209	20,500	89,599	171,010
As Percentage of Overall						
Family Show	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sporting Event	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Concert	0.00%	20.00%	0.00%	41.46%	0.00%	45.78%
Team Home Games	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other	100.00%	80.00%	100.00%	58.54%	100.00%	54.22%

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

ASSETS

Current Assets

Cash	3,550,303
Account Receivable	1,480,535
Prepaid Expenses	41,330

Total Current Assets

\$5,072,168

Total Assets

\$5,072,168
=====

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	131,096
Accrued Expenses	632,935
Deferred Income	2,785,471
Advanced Ticket Sales & Deposits	1,353,105

Total Current Liabilities

\$4,902,607

Other Liabilities

Equity

Funds Remitted to CAA	(150,000)
Expenses Paid Direct by CAA	116,478
Beginning Balance Equity	399,197
Current Year Equity	(196,114)

Total Equity

\$169,561

Total Liabilities and Equity

\$5,072,168
=====

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SMG - Van Andel Arena
Grand Rapids - Kent County Convention/Arena Authority
Summary of Accounts Receivable
As of July 31, 2012

Current - Under 30 Days	
Food & Beverage	323
Ticketing	23,611
Merchandise	-
Permanent Advertising	693,263
DeVos Place	(170,441)
Operating	865,232
 Over 30 Days	 35,547
 Over 60 Days	 33,000
 Over 90 Days	
 Total Accounts Receivable	 1,480,535

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

MANAGEMENT FEE SUMMARY

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2012 Estimate
Net Revenue above Expenses	1,011,652	(602,618)	409,034	511,215
Benchmark ++			750,000	750,000
Excess	1,011,652	(602,618)	(340,966)	(238,785)

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	165,262	165,263	330,525	325,000
Incentive Fee				
Revenue	4,997,896	4,838,806	9,836,702	9,587,075
Benchmark Revenue	4,900,000	4,300,000	9,200,000	9,100,000
Revenue Excess	97,896	538,806	636,702	487,075
Incentive Fee **	-	-	-	-
Total SMG Management Fee	165,262	165,263	330,525	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.

VAN ANDEL ARENA® WEEKLY
(Revised)

Item 5

DATE '12	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Fri, Sep 28	Available					
Sat, Sep 29	Youth Grant Committee	ET		Arena Outside	11A-3P	Kids Food Basket ArtPrize Proj
Sun, Sep 30	Savor	AK		5/3 Bank Vault	4P-6P	Staff meeting
Mon, Oct 1	RDV Corporation	LD		5/3 Bank Vault	11A-2P	Luncheon
	Savor	JW		Banquet B	6P-7:30P	TIPS training
	Griffins	KA		Arena	1:15P-2:15P	Team practice
Tue, Oct 2	Michael & Associates	LD		5/3 Bank Vault	4P-12P	Banquet
	Griffins	KA		Arena	11A-12P	Team practice
	Event Media Systems			Arena	12:15P-5P	Camera installs
Wed, Oct 3	Savor	LD		5/3 Bank Vault	6P-9P	Staff training
	Griffins	KA		Arena	9:15A-10:15A	Team practice
	Event Media Systems			Arena	10:30A-5P	Camera installs
Thur, Oct 4	Savor	LD		5/3 Bank Vault	4:30P-9P	Staff training
	Griffins	KA		Arena	11:10A-12:10A	Team practice
Fri, Oct 5	Griffins	KA		Arena	11A-12:15P	Scrimmage
	Eric Nacke			Arena	12:30P-5P	Camera installs
Sat, Oct 6	Rascal Flatts	BF	ROD	Arena	7:00 PM	Performance
Sun, Oct 7	Available					
Mon, Oct 8	Available					
Tue, Oct 9	Community Inclusion Group	LD		5/3 Bank Vault	5:30P-7:30P	Strategic Planning Session
Wed, Oct 10	Available					
Thur, Oct 11	Available					
Fri, Oct 12	Griffins vs Milwaukee	BF	JIM	Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-9:50P 9:50-10:10P	Team practice Doors Home Opener Hockey Game Post-game skate Post-game autographs
	LinkedUp Grand Rapids	LD		Banquet All	5:30P-7P	Fall Meet-up Networking Event
	Con-way Freight	AK		West Nest	6P-10:10P	Banquet
	West Side Beer			East Nest	6P-10:10P	Banquet
	Comcast			Suite 101A	6P-10:10P	Banquet
Sat, Oct 13	Griffins vs Hamilton	BF	CHRIS	Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-9:50P	Team practice Doors Hockey game Post-game autographs
Sun, Oct 14	Available					
Mon, Oct 15	Savor	JW		Banquet B	6P-7:30P	TIPS training
Tue, Oct 16	Available					
Wed, Oct 17	Available					
Thur, Oct 18	D & B Yager Enterprises	BF		Arena	8:00 AM	Load-in
Fri, Oct 19	D & B Yager Enterprises	BF	TODD	Arena	8:00 AM	Amway Convention
Sat, Oct 20	D & B Yager Enterprises	BF	LYNNE	Arena	8:00 AM	Amway Convention
Sun, Oct 21	D & B Yager Enterprises	BF	ROD	Arena	8:00 AM	Amway Convention
Mon, Oct 22	Available					
Tue, Oct 23	Available					
Wed, Oct 24	Available					
Thur, Oct 25	Available					
Fri, Oct 26	Griffins vs Charlotte	BF	LYNNE	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	Spectrum Frederek Meijer Inst	AK		West Nest	6P-9:30P	Banquet
	All Phase Electric			East Nest	6P-9:30P	Banquet
	Bevelwise			MOS Corner Office	6P-9:30P	Banquet
	Thrilling 30 Winner			Suite 101A/B	6P-9:30P	Banquet

Sat, Oct 27	Griffins vs Rockford	BF	EDDIE	Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Hockey game
	DWH	AK		MOS Corner Office	6P-9:30P	Banquet
Sun, Oct 28	Available					

REVISED WEEKLY - 2012

DATE	EVENT NAME	ROOMS IN USE	TIME	DETAILS	EC	EST. ATTEND.
MON. OCT 1	GFS 2012 ANNUAL FOOD SHOW	Exhibit Hall A-C GG A-F, GGO A-H, RO A-F Exhibit Hall A-C Ballroom BCD Ballroom BCD	8:00am-5:00pm 8:00am-5:00pm 2:00pm-4:00pm 6:30pm 6:30pm-10:00pm	GFS and Large Vendor Move In AV Set Up Fire Inspection Pre-Show Event Registration Pre-Show Event	DA	
TUES. OCT 2	GFS 2012 ANNUAL FOOD SHOW	Exhibit Hall A-C GG Overlook GH GG Overlook AB, C Grand Gallery F Exhibit Hall A-C Grand Gallery E Grand Gallery CD GG Overlook D Ballrooms A-D Lyon Dock Lyon Dock Lyon Dock Lyon Dock Ballrooms A-D Secchia Lobby Welsh Lobby/Lyon Street Ballrooms A-D Secchia Lobby Secchia Lobby Ballrooms A-D Ballrooms A-D Ballrooms A-D Ballrooms A-D Ballrooms A-D Secchia Lobby MON A	5:30am 8:00am-5:00pm 8:00am-5:00pm 8:30am-5:00pm 9:00am-5:00pm 10:00am-5:00pm 10:00am-3:00pm 10:00am-1:00pm 2:00pm-3:00pm 8:00 am 8:30 am 9:30 am TBD 10:30 am 11:45 am 5:30 pm 5:45 pm-6:30 pm 5:30 pm 6:00 pm-7:00 pm 6:45 pm 7:00 pm 8:00 pm 8:45 pm 8:45 pm-10:15 pm 8:00AM-11:59PM	Chefs and GFS Staff Arrival Sales Room Sodexo Great Lakes Consortium Food Show Seminars Seminars American House Production Load In GRCS Staff Arrival and Set Up Linen Arrival Floral Arrival Music Stand Delivery Piano Tuning Jazz Band Arrival and Set Up Choir Arrival Choir Rehearsal Guest Arrival Reception Doors Open Program Begins Choir Performance Program Ends Production Load Out After Glow MEETING	DA	5000
1500					JD	
WED. OCT 3	GFS 2012 ANNUAL FOOD SHOW	Exhibit Hall A-C River Overlook Pre-Function GG Overlook GH GG Overlook AB, C GG Overlook D GG Overlook F Grand Gallery F GG Overlook E Exhibit Hall A-C Grand Gallery E Grand Gallery CD ALL Exhibit Hall A-C BALL A-D WELSH LOBBY SECCHIA LOBBY	5:30am 7:30am-5:00pm 8:00am-5:00pm 8:00am-5:00pm 8:00am-5:00pm 8:00am-5:00pm 8:30am-5:00pm 8:30am-12:00pm 9:00am-5:00pm 10:00am-3:00pm 10:00am-1:00pm 5:00pm-11:00pm 5:00pm 10:00 AM-12:00PM 10:00 AM-12:00PM 10:00 AM-12:00PM	Chefs and GFS Staff Arrival Creative Dining Sales Room Sodexo Restaurants Meeting Unidine Corporation Great Lakes Consortium HPS College & Universities Food Show Seminars Seminars Load Out Mel/Trotter to pick up food RESTAURANT WALK THROUGH	DA	5000
	WINE, BEER, & FOOD SHOW RESTAURANT WALKTHROUGH					

EH A-C = Exhibit Halls A-C

GG A-F = Grand Gallery Meeting Rooms A-F

BALL A-D = Ballroom A-D

GGO A-H = Overlook Meeting Rooms A-H

MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

REVISED WEEKLY - 2012

		BALL ROOM KITCHENS	10:00 AM-12:00PM		
THURS. OCT 4	MI ASSOC. OF NURSE ANESTHETISTS 2012 CONFERENCE	BUS. CNTR	5:00 pm	Client Arrival and Drop off materials	JD
	GFS 2012 ANNUAL FOOD SHOW	Exhibit Hall A-C	8:00am-12:00pm	Additional Load Out	DA
	BISHOP DISTRIBUTING ART PRIZE SALES EVENT	TBD Grand Gallery A-F Grand Gallery Grand Gallery A-C Grand Gallery D Grand Gallery E Grand Gallery F TBD	8:00 am 8:00 am 1:45 pm 2:00 pm- 7:00 pm 2:00 pm- 7:00 pm 2:00 pm- 7:00 pm 2:00 pm- 7:00 pm 7:00 pm	Client Arrival Client Set-Up Attendee Arrival/Registration Table Top Displays Business Office Order Room Storage Client Load Out PERFORMANCE	JD
	GRS POPS 1	DVPH	8:00AM-11:59PM	PERFORMANCE	JH
FRI. OCT 5	MI ASSOC. OF NURSE ANESTHETISTS 2012 CONFERENCE	Business Center Ballroom CD, GG EF, Boardroom Chase Boardroom Ballroom B Ballroom B Ballroom B Ballroom CD, Grand Gallery EF Ballroom B	7:00 am 8:00 am 9:30 am 11:00 am- 4:00 pm 12:00 pm- 5:00 pm 5:00 pm- 6:00 pm 5:00 pm- 10:30 pm 6:00 pm- 9:00 pm 9:00 pm- 10:30 pm	Client Arrival AV Load In New Board Orientation MANA Board Meeting and Lunch Exhibitor Load In Registration and Snacks Exhibit Hours On Going Sessions Welcome Reception	JD 350
	KENT COUNTY PROPERTY AUCTION	Grand Gallery Grand Gallery Grand Gallery A-B	10:30 a.m 11:00 a.m- 12:00 p.m 12:00 p.m- 6:00 p.m 6:30 p.m	Client arrival Registration Auction Client departure PERFORMANCE	MR 300
	GRS POPS 1	DVPH	8:00AM-11:59PM	PERFORMANCE	JH
SAT. OCT 6	MI ASSOC. OF NURSE ANESTHETISTS 2012 CONFERENCE	Business Center Ballroom B Ballroom B Ballroom B, Grand Gallery EF Ballroom B Ballroom B Ballroom CD, Grand Gallery EF Ballroom CD Ballroom CD, Grand Gallery EF Off Site Off Site	6:00 am 6:30 am- 7:30 am 6:30 am- 10:30 am 7:30 am- 9:30 am 9:30 am- 10:15 am 10:30 am- 12:30 pm 10:15 am- 12:15 pm 12:15 pm- 1:30 pm 1:30 pm- 4:00 pm 4:30 pm 7:00 pm	Client Arrival Breakfast Exhibit Hours Sessions Break Exhibitor Load Out On Going Sessions Lunch Sessions Wellness Committee Fun Run and Walk MANA 75th Anniversary Celebration	JD 350
	TALENT ON PARADE	Ballroom AB, Grand Gallery EF	8:00 PM 8:00 PM-10:00 PM 10:00 PM	Client Arrival Set up Client Departure PERFORMANCE	
	GRS POPS 1	DVPH	8:00AM-11:59PM	PERFORMANCE	JH

EH A-C = Exhibit Halls A-C

GG A-F = Grand Gallery Meeting Rooms A-F

RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H

MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

REVISED WEEKLY – 2012

SUN. OCT 7	MI ASSOC. OF NURSE ANESTHETISTS 2012 CONFERENCE	Business Center Ballroom CD Ballroom CD, Grand Gallery EF	6:00 am 6:30 am- 7:30 am 7:30 am- 11:00 am	Client Arrival Breakfast Sessions	JD	350
	TALENT ON PARADE	Ballroom AB, Grand Gallery EF Secchia Lobby Ballroom AB, Grand Gallery EF Off Site Ballroom AB, Grand Gallery EF Ballroom AB, Grand Gallery EF	6:00 AM 6:00 AM-7:00 AM 7:00 AM-8:00 AM 8:00 AM-12:00 PM 12:00 PM-1:00 PM 1:00 PM-6:30 PM 6:30 PM-8:00 PM 8:00 PM	Client Arrival Set up Registration Classes Lunch Classes Load out Client Departure PERFORMANCE	MR	200
	GRS POPS I	DVPH	8:00AM-11:59PM		JH	
MON. OCT 8	FOCUS ON LIFE DINNER	BALL AB	8:00AM-11:59PM	BANQUET	MR	
	CHASE BUSINESS BANKING INSIGHT SEMINARS	BALL CD	8:00AM-11:59PM	MOVE IN	CJ	
	SMG	EH A	2:30P-4P	BOOM-LIFT/ SCISSOR-LIFT TRAINING		
	SMG	DVPH	8:00AM-5:00PM	PIANO MAINTENANCE		
TUES. OCT 9	CHASE BUSINESS BANKING INSIGHT SEMINARS	BALL CD	8:00AM-11:59PM	MOVE IN	CJ	
	GRS CLASSICAL II	DVPH	1PM – 6PM 7:30PM-10PM	MOVE IN REHEARSAL	JH	
	SMG	EH A	23:30P-4P	BOOM-LIFT/ SCISSOR-LIFT TRAINING		
WED. OCT 10	CHASE BUSINESS BANKING INSIGHT SEMINARS	BALL CD	8:00AM-11:59PM	MEETING	CJ	
	GRS CLASSICAL II	DVPH	3:30PM-6PM 7:30PM-10PM	REHEARSAL REHEARSAL	JH	
	SMG	EH A	23:30P-4P	BOOM-LIFT/ SCISSOR-LIFT TRAINING		
THURS. OCT 11	2012 SALON CENTRIC FORUM	BALL AD EH C	8:00AM-11:59PM	SETUP	DA	
	GRS CLASSICAL II	DVPH	8:00AM-11:59PM 3:30PM-6PM 7:30PM-10PM	ART CRAFT SETUP REHEARSAL REHEARSAL	JH	
FRI. OCT 12	2012 SALON CENTRIC FORUM	EH C BALL A-D GG A-F	8:00AM-11:59PM	SETUP SETUP	DA	
	CITY MANAGERS MEETING	GGO A	8:00AM-11:59PM	BREAKOUT MEETING	DA	
	GRS CLASSICAL II	RECITAL HALL DVPH	7PM-7:30PM 8PM-10PM	UPBEAT PERFORMANCE	JH	

EH A-C = Exhibit Halls A-C

GG A-F = Grand Gallery Meeting Rooms A-F

GGO A-H = Overlook Meeting Rooms A-H

BALL A-D = Ballroom A-D

RO A-F = River Overlook A-F

MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

DEVOSPLACE

REVISED WEEKLY – 2012

SAT. OCT 13	2012 SALON CENTRIC FORUM	EH C BALL A-D GG A-F GGO A-H RO A-F CHASE	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 7PM-7:30PM 8PM-10PM 10PM-12AM	EXHIBIT SESSION BREAKOUT BREAKOUT BREAKOUT RECEPTION UPBEAT PERFORMANCE MOVE OUT	DA
	GRS CLASSICAL II	RECITAL HALL DVPH			JH
SUN. OCT 14	2012 SALON CENTRIC FORUM	EH C BALL A-D GG A-F GGO A-H RO A-F CHASE	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 5:30PM-7:30PM	EXHIBIT SESSION BREAKOUT BREAKOUT BREAKOUT RECEPTION PERFORMANCE MEET & GREET	DA
	FRESH BEAT BAND	DVPH MON A-D			AK
MON. OCT 15	2012 SALON CENTRIC FORUM	EH C BALL A-D GG A-F GGO A-H RO A-F CHASE	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	EXHIBIT SESSION BREAKOUT BREAKOUT BREAKOUT RECEPTION	DA
TUES. OCT 16	GVSU CAREER FAIR	STEELCASE	8:00AM-11:59PM	EXHIBIT	MR
	CITIZENS INSURANCE	GG DEF	8:00AM-11:59PM	SETUP	JD
WED. OCT 17	MANS 2012 TRIENNIAL CONVENTION	Exhibit Hall C Exhibit Hall AB	9:00am-5:00pm 8:00am-?	Exhibitor Load in AV Load in	CJ
	CITIZENS INSURANCE	GG A-F	8:00AM-11:59PM	MEETING	JD
THURS. OCT 18	MANS 2012 TRIENNIAL CONVENTION	Exhibit Hall C Grand Gallery E & F Exhibit Hall AB Ballroom C Exhibit Hall AB Grand Gallery E & F Grand Gallery AB Grand Gallery E & F Grand Gallery E & F	8:00am-5:00pm 8:45am-9:45am 10:45am-12:00pm 12:00pm-1:15pm 1:15pm-2:15pm 1:15pm-2:15pm 1:15pm-3:45pm 2:45pm-3:45pm 4:00pm-5:00pm	Show Open Exhibitor Presentation Keynote Lunch Keynote Exhibitor Presentation Holland Showcase Exhibitor Presentation Exhibitor Presentation	CJ

EH A-C = Exhibit Halls A-C

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GGO A-H = Overlook Meeting Rooms A-H

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DEVOSPLACE

REVISED WEEKLY – 2012

FRI. OCT 19	MANS 2012 TRIENNIAL CONVENTION	Exhibit Hall C Grand Gallery E & F Exhibit Hall AB Ballroom C Chase Boardroom Exhibit Hall AB Grand Gallery E & F Grand Gallery AB Exhibit Hall C Grand Gallery AB	8:00am-2:00pm 8:45am-9:45am 10:45am-12:00pm 12:00pm-1:15pm 12:00pm-1:00pm 1:15pm-2:15pm 1:15pm-2:15pm 1:15pm-2:15pm 2:00pm-5:00pm 2:45pm-3:45pm	Show Open Exhibitor Presentation Keynote Lunch Meeting Keynote Exhibitor Presentation Sprint Showcase Exhibitor Load out Sprint Showcase	CJ	
SAT. OCT 20	WEST MICHIGAN WEDDING ASSOCIATION FALL BRIDAL SHOW	STEELCASE	8:00AM-11:59PM	PUBLIC SHOW	CJ	
SUN. OCT 21	WEST MICHIGAN WEDDING ASSOCIATION FALL BRIDAL SHOW	STEELCASE	8:00AM-11:59PM	PUBLIC SHOW	CJ	
MON. OCT 22	MILLER JOHNSON- EMPLOYMENT LAW 2012	BALL CD	8:00AM-11:59PM	SET-UP	JD	

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RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H
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