



# Agenda

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## Board of Directors

**Friday, October 4, 2013**  
**Following CAA Operations Committee Meeting**  
**Kent County Commission Chambers**  
**300 Monroe, NW – Grand Rapids, MI**

- |    |  |               |
|----|--|---------------|
| 1. | Call to Order  | Steve Heacock |
| 2. | International Wine, Beer & Food Festival Preview       | ShowSpan      |
| 3. | Minutes of September 6, 2013                           | Action        |
| 4. | Committee Reports                                      |               |
|    | A. Operations Committee                                | Information   |
|    | B. Finance Committee                                   |               |
|    | i. Acceptance of CAA August 2013 Financial Statements  | Action        |
|    | ii. Acceptance of SMG August 2013 Financial Statements | Action        |
| 5. | SMG Report and Facilities Calendars                    | Information   |
| 6. | Public Comment   |               |
| 7. | Adjournment  |               |

**Next Meeting Date: Friday, November 1, 2013,  
Following the CAA Finance Committee Meeting**



**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS MEETING  
Friday, September 6, 2013**

**1. Call to Order**

Steve Heacock, Chairperson, called the meeting to order at 8:10 a.m. Secretary/Treasurer, Richard Winn, recorded the meeting minutes.

**Attendance**

Members Present:	Steve Heacock, Chair George Heartwell Charlie Secchia Floyd Wilson, Jr. Richard Winn	
Members Absent:	Lew Chamberlin Birgit Klohs	
Staff/Others:	Daryl Delabbio Tim Gortsema George Helmstead Andrew Krietz Chris Machuta Rich MacKeigan Doug Small Greg Sundstrom Susan Waddell Jana Wallace Robert White	Kent County Grand Rapids Griffins Experience Grand Rapids MLive SMG SMG Experience Grand Rapids City of Grand Rapids CAA City of Grand Rapids CAA

**2. Minutes of Prior Meeting**

*Motion by Mr. Wilson, support by Mr. Winn, to approve the August 2, 2013, Minutes. Motion carried.*

**3. Committee Reports**

**a. Operations Committee**

Mr. MacKeigan stated that the capital rolling forecast would be shared quarterly with the Operations Committee. Mr. Heacock suggested that the report contain the status of each project, including the dates the PO was issued, the project was contracted, completed, etc. Mr. Helmstead presented the Experience Grand Rapids report. In August, staff booked 15 groups worth \$4 million and hosted 10 site inspections. Experience Grand Rapids hosted clients at the Pure Michigan 400 race. Almost 200 Experience Grand Rapids customers attended the Amway picnic. Staff exhibited a booth at the American Society of Association Executives conference that drew 5,000 attendees. Staff attended Kinect, an appointment-type tradeshow and booked two groups. Conventions held in August brought almost 20,000 people to Grand Rapids. Chair Heacock asked whether Experience Grand Rapids issued client surveys to its customers and offered to provide survey questions. Mr. Winn suggested that the Client Advisory Board share its information at the CAA Board's November meeting. Chair Heacock inquired about new hotel projects.

Mr. Small replied that a downtown Embassy Suites hotel has been on the front burner for a long time and may break ground by October. Mr. Small also thinks a developer will build a hotel around 10 Mile Road near the Art Van Sports Complex.

b. Finance Committee

i. CAA July 2013 Financial Statements

*Motion: Mr. Wilson, supported by Mr. Secchia, moved to accept the CAA Financial Statements for the period ended July 31, 2013. The motion carried unanimously.*

ii. SMG July 2013 Financial Statements

*Motion: Mr. Winn, supported by Mr. Secchia, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended July 31, 2013. The motion carried unanimously.*

**4. SMG Report and Facilities Calendars**

Mr. MacKeigan stated that SMG, Amway Grand Plaza, and Experience Grand Rapids all solicit client feedback. A major issue has been climate control at the convention center. With the high ceilings and all of the glass, it is a challenge to maintain a uniform temperature. The lighting control system was also problematic but has been upgraded and is much better. Staff follows-up with each client on any issue of concern.

Chair Heacock inquired about the wi-fi and Mr. MacKeigan responded that it is a work in progress that continues to improve. Chair Heacock stated that he would like to push the envelope and look at things that are new and on the edge. He suggested that a group visit new venues to see what innovative things they have done. The CAA needs to look forward, as complacency is our enemy.

Mr. MacKeigan reported that 85+ ArtPrize artists are being showcased at the convention center. Deloitte & Touche is wrapping up the audit. Regarding a potential parking garage behind the Arena, consultants are working on an in-depth analysis about what it would look like, costs, revenue opportunities, and operational issues. Mr. MacKeigan will be in Toronto next week attending an arena managers' conference.

**5. Public Comment**

None.

**6. Adjournment**

The meeting adjourned at 8:35 a.m.

The date for next CAA Board meeting is Friday, October 4, 2013, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, following the CAA Operations Committee meeting.



## **Memorandum**

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

**From:** Robert J. White

**Subject:** August 2013 Financial Statements

**Date:** September 27, 2013

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

These statements are prepared on a cash basis. The Balance Sheet includes a two-year comparative financial position at August 31 for Fiscal Years 2013 (subject to audit) and 2014. 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 2013). 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 \$1.22 million from June 30, 2013. This is generally in line with the budget forecast, with no summer activity at the Arena and a significantly increased capital program.
- Fund balance decreased by \$.92 million from the June 30, 2013 level.

### **August Administrative Revenue/Expense:**

- Overall Expense. Very limited activity occurred in the first two months. Spending for the period totaled 9% of annual operating budget. Operating expenses are budgeted at an 8.6% annual increase. For the current fiscal year, actual operating expenses totaled a 3.1% increase from prior year.

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

- The Van Andel Arena® budget forecast a current year “Net Proceeds” decrease of (36.9%). For the current fiscal year, “Net Proceeds” are reported at a decline of (53.3%) from prior-year performance.
- The DeVos Place® budget forecast a current year “Net Proceeds” decrease of (70.2%). For the current fiscal year, “Net Proceeds” are reported at a decline of (587.8%) from prior-year performance.
- Total operating “Net Proceeds” are down by (\$405,132) from a like period in the prior fiscal year. The budget forecast a full year decline of (\$1,183,345).

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**  
**Preliminary Year-End Balance Sheet (Unconsolidated)**  
**August 31, 2013**

		<u>8/31/2012</u>	<u>8/31/2013</u>
<b><u>Assets</u></b>			
Cash	- Operating	\$ 44,551	\$ 86,411
Investments	- Kent County	20,913,586	20,054,963
Capital Assets (Net)		<u>1,611,131</u>	<u>1,587,656</u>
Total Assets		<u>\$ 22,569,268</u>	<u>\$ 21,729,030</u>
<b><u>Liabilities &amp; Fund Balance</u></b>			
Accounts Payable		\$ 156,711	\$ 135,486
Fund Balance		<u>22,412,557</u>	<u>21,593,544</u>
Total Liabilities & Fund Balance		<u>\$ 22,569,268</u>	<u>\$ 21,729,030</u>

**Grand Rapids-Kent County Convention/Arena Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Year Ending June 30, 2014**

	Annual			Year-To-Date		
	FY 2013 <u>Final</u>	(1) <u>Budget</u>	FY 2014 <u>Budget</u>	Percentage <u>Change</u>	FY 2013 <u>7/1 - 8/31</u>	FY 2014 <u>7/1 - 8/31</u>
<b>Revenues:</b>						
Transfers from SMG	\$ 2,950,000	\$ 2,819,566	(4.4)	\$ 150,000	\$ 150,000	-
Parking	1,080,022	1,072,066	(0.8)	83,291	71,593	(14.0)
Interest	92,909	84,000	(9.6)	9,186	7,663	(16.6)
Miscellaneous	108,301	100,300	(7.4)	-	-	-
<b>Total Revenues</b>	<b>4,231,232</b>	<b>4,075,932</b>	<b>(3.7)</b>	<b>242,477</b>	<b>229,256</b>	<b>(5.5)</b>
<b>Expenditures:</b>						
Operations	2,299,463	2,339,808	1.8	263,348	239,239	(9.2)
- Utilities	148,408	186,700	25.8	7,895	7,423	(6.0)
- Parking Management	147,128	132,653	(9.8)	-	-	-
- Pedestrian Safety	100,000	125,000	25.0	-	-	-
- Marketing - CVB/Sports	38,124	60,000	57.4	-	-	-
- DID Assessment	16,487	30,000	82.0	-	-	-
- Landscaping	33,026	40,000	21.1	-	-	-
- Food & Beverage Repairs				3,554	+100.0	
Administration	111,355	114,339	2.7	7,948	17,774	123.6
- Wages/Benefits	35,688	31,004	(13.1)	2,678	7,500	180.1
- Consulting Services	40,032	61,000	52.4	4,383	1,395	(68.2)
- Professional Services	59,373	125,000	110.5	6,861	5,286	(23.0)
- Diversity Initiative	17,554	30,000	70.9	390	590	51.3
- Procurement of Art	25,303	26,500	4.7	-	19,401	+100.0
- Insurance	24,263	60,000	147.3	559	1,028	83.9
- Supplies/Other	3,096,204	3,362,004	8.6	294,062	303,190	3.1
<b>Operating Expenditures</b>	<b>981,552</b>	<b>3,329,000</b>	<b>239.2</b>	<b>98,273</b>	<b>868,476</b>	<b>783.7</b>
Capital R/R/A	4,077,756	6,691,004	-	392,335	1,171,666	-
<b>Total Expenditures</b>	<b>153,476</b>	<b>(2,615,072)</b>	<b>(1,803.8)</b>	<b>\$ (149,858)</b>	<b>\$ (942,410)</b>	<b>(528.9)</b>
<b>Excess (Deficiency) of Revenues</b>						
<b>Over Expenditures</b>	<b>22,065.862</b>		<b>22,219,338</b>			
Balance, beginning of period	\$ 22,219,338		\$ 19,604,266			
Balance, end of period						

**NOTES:**  
 4 - (1) Subject to audit.

**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**  
**Financial Trends for Year Ending June 30, 2014**

	Annual			Year-To-Date		
	FY 2013 Final	( <sup>(1)</sup> ) FY 2014 Budget	Percentage Change	FY 2013 7/1 - 8/31	FY 2014 7/1 - 8/31	Percentage Change
<b>Van Andel Arena</b>						
Operating - Revenues	\$5,431,667	\$5,023,466	(7.5)	\$369,694	\$294,746	(20.3)
- Expenses - Facilities	(3,618,820)	(3,848,986)	6.4	(538,490)	(567,450)	5.4
- Base Management Fees	(165,263)	(167,741)	1.5	(27,083)	(27,544)	1.7
- Incentive Fee	(84,113)	(20,187)	(76.0)	-	-	-
Net Operating Income (Loss)	1,563,471	986,552	(36.9)	(195,879)	(300,248)	(53.3)
Parking	145,088	160,066	10.3	24,168	26,524	9.7
Pedestrian Safety	(93,420)	(87,767)	(6.1)	-	-	-
<b>Net Proceeds (Cost) of VAA</b>	<b>1,615,139</b>	<b>1,058,851</b>	<b>(34.4)</b>	<b>(171,711)</b>	<b>(273,724)</b>	<b>(59.4)</b>
<b>DeVos Place Convention Center</b>						
Operating - Revenues	5,857,525	5,268,030	(10.1)	658,417	445,659	(32.3)
- Expenses - Facilities	(5,596,537)	(5,354,821)	(4.3)	(738,222)	(791,720)	7.2
- Base Management Fees	(165,263)	(167,741)	1.5	(27,084)	(27,544)	1.7
- Incentive Fee	(246,412)	(252,262)	2.4	-	-	-
Net Operating Loss	(150,687)	(506,794)	(236.3)	(106,889)	(373,605)	(249.5)
Parking	786,523	725,300	(7.8)	59,123	45,069	(23.8)
Pedestrian Safety	(53,707)	(44,886)	(16.4)	-	-	-
<b>Net Proceeds (Cost) of DPP</b>	<b>582,129</b>	<b>173,620</b>	<b>(70.2)</b>	<b>(47,766)</b>	<b>(328,536)</b>	<b>(587.8)</b>
<b>Other</b>						
Revenues	201,210	184,300	(8.4)	92,477	79,256	(14.3)
Expenses	(501,205)	(702,843)	40.2	(294,062)	(303,190)	3.1
Net Other	(299,995)	(518,543)	(76.9)	(201,585)	(223,934)	<u><u>10.9</u></u>
<b>Total Net Proceeds/Operating</b>	<b>1,897,273</b>	<b>713,928</b>	<b>(421,062)</b>	<b>(826,194)</b>		
Capital Expenditures						
Results Net of Capital Expenditures						
( <sup>(1)</sup> Subject to Audit.)						



# DEVOS PLACE

## DE VOS PLACE

**FINANCIAL STATEMENT  
FOR THE PERIOD ENDED AUGUST 31, 2013**

**Distribution:**

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



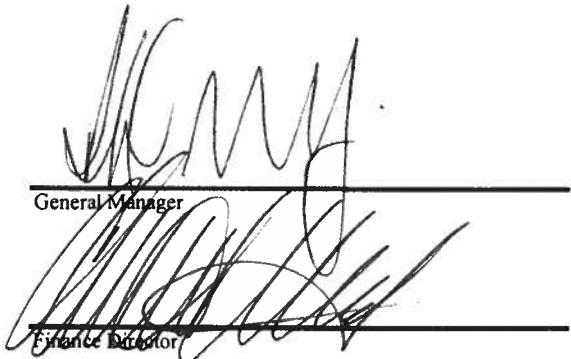
*An SMG Managed Facility*

**DE VOS PLACE**  
**ROLLING FORECAST**  
**FISCAL YEAR ENDING JUNE 30, 2014**

	<b>YTD Actual</b>	<b>Roll</b>	<b>TOTAL FYE</b>	<b>BUDGET FYE</b>	<b>VARIANCE</b>
<b>NO. EVENTS</b>	40	467	507	507	-
<b>ATTENDANCE</b>	25,360	472,740	498,100	498,100	-
<b>DIRECT EVENT REVENUE</b>	173,755	2,744,285	2,918,040	2,918,040	-
<b>ANCILLARY REVENUE</b>	250,688	1,854,852	2,105,540	2,105,540	-
<b>TOTAL EVENT REVENUE</b>	424,443	4,599,137	5,023,580	5,023,580	-
<b>TOTAL OTHER REVENUE</b>	21,216	223,234	244,450	244,450	-
<b>TOTAL OPERATING REVENUE</b>	445,659	4,822,371	5,268,030	5,268,030	-
<b>INDIRECT EXPENSES</b>					
<b>EXECUTIVE</b>	33,044	156,438	189,482	189,482	-
<b>FINANCE</b>	36,838	216,849	253,687	253,687	-
<b>MARKETING</b>	10,006	101,143	111,149	111,149	-
<b>OPERATIONS</b>	191,566	1,257,788	1,449,354	1,449,354	-
<b>EVENT SERVICES</b>	133,636	900,645	1,034,281	1,034,281	-
<b>BOX OFFICE</b>	18,981	71,731	90,712	90,712	-
<b>SALES</b>	49,490	337,861	387,351	387,351	-
<b>OVERHEAD</b>	345,701	1,660,840	2,006,541	2,006,541	-
<b>TOTAL OPERATING EXP.</b>	819,264	4,703,295	5,522,557	5,522,557	-
<b>NET REVENUE ABOVE EXPENSES</b>	(373,605)	119,076	(254,527)	(254,527)	-
<b>INCENTIVE FEE</b>		252,261	252,261	252,261	-
<b>NET OPERATING REVENUE OVER OPERATING EXPENSES</b>	(373,605)	(133,185)	(506,788)	(506,788)	-

Comments:

August performed well as compared to the budget coupled with July activity has been a very good start to the fiscal year overall.



General Manager  
Finance Director

**DE VOS PLACE**  
**FINANCIAL STATEMENT HIGHLIGHTS**  
**FISCAL YEAR ENDING JUNE 30, 2014**

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

<b>MONTH</b>	<b>August Actual</b>	<b>August Budget</b>	<b>August FY 2013</b>
Number of Events	21	21	31
Attendance	18,705	15,955	31,003
Direct Event Income	\$113,171	\$128,380	\$151,051
Ancillary Income	146,102	129,655	142,740
Other Event Income	11,719	0	1,325
Other Operating Income	1,748	2,666	1,817
Indirect Expenses	(411,334)	(460,212)	(374,980)
Net Income	<b>(\$138,594)</b>	<b>(\$199,511)</b>	<b>(\$78,047)</b>

<b>YTD</b>	<b>YTD 2013 Actual</b>	<b>YTD 2013 Budget</b>	<b>YTD 2013 Prior Year</b>
Number of Events	40	35	61
Attendance	25,360	24,795	53,669
Direct Event Income	\$173,755	\$194,940	\$288,490
Ancillary Income	250,688	192,735	358,748
Other Event Income	17,519	9,305	6,078
Other Operating Income	3,697	5,332	5,101
Indirect Expenses	(819,264)	(920,424)	(765,306)
Net Income	<b>(\$373,605)</b>	<b>(\$518,112)</b>	<b>(\$106,889)</b>

#### EVENT INCOME

Direct event income came in consistent with expectations for month.

#### ANCILLARY INCOME

Ancillary income came in at expected levels for the month as spending continues to be strong.

#### INDIRECT EXPENSES

Indirect expenses came in below budget overall but still too early in the fiscal year to expect any changes for the year as a whole.

**DeVos Place**  
**Income Statement**  
**For the Two Months Ending August 31, 2013**

	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	\$134,536	\$144,760	(\$10,224)	\$162,512	\$208,632	\$220,600	(\$13,968)	\$318,423
Service Revenue	43,111	58,540	(15,429)	77,366	83,998	89,900	(5,902)	203,697
Service Expenses	(64,476)	(74,920)	10,444	(88,827)	(116,875)	(115,560)	(1,315)	(233,630)
<b>Total Direct Event Income</b>	<b>113,171</b>	<b>128,380</b>	<b>(15,209)</b>	<b>151,061</b>	<b>173,755</b>	<b>194,940</b>	<b>(21,185)</b>	<b>288,490</b>
<b>Ancillary Income</b>								
F&B Concession	5,869	3,105	2,764	10,598	7,690	4,669	3,021	20,764
F&B Catering	46,132	42,556	3,576	53,166	84,887	68,716	16,171	133,664
Novelty Sales	0	0	0	0	0	0	0	1,040
Booth Cleaning	16,314	15,300	1,014	15,252	29,100	23,188	5,912	29,169
Telephone/Long Distance	450	0	450	0	788	0	788	0
Electrical Services	25,448	28,660	(3,212)	21,925	37,857	41,780	(3,923)	58,666
Audio Visual	31,663	25,733	5,930	20,699	63,527	0	63,527	68,415
Internet Services	14,056	7,516	6,540	10,391	18,244	42,293	(24,049)	23,700
Equipment Rental	6,170	6,785	(615)	10,709	8,595	12,156	(3,561)	23,330
<b>Total Ancillary Income</b>	<b>146,102</b>	<b>129,655</b>	<b>16,447</b>	<b>142,740</b>	<b>250,688</b>	<b>192,802</b>	<b>57,886</b>	<b>358,748</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	11,719	0	11,719	1,325	17,519	9,305	8,214	6,078
<b>Total Other Event Income</b>	<b>11,719</b>	<b>0</b>	<b>11,719</b>	<b>1,325</b>	<b>17,519</b>	<b>9,305</b>	<b>8,214</b>	<b>6,078</b>
<b>Total Event Income</b>	<b>270,992</b>	<b>258,035</b>	<b>12,957</b>	<b>295,116</b>	<b>441,962</b>	<b>397,047</b>	<b>44,915</b>	<b>653,316</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,461	1,333	128	1,186	2,922	2,666	256	2,373
Other Income	287	1,333	(1,046)	631	775	2,666	(1,891)	2,728
<b>Total Other Operating Income</b>	<b>1,748</b>	<b>2,666</b>	<b>(918)</b>	<b>1,817</b>	<b>3,697</b>	<b>5,332</b>	<b>(1,635)</b>	<b>5,101</b>
<b>Adjusted Gross Income</b>	<b>272,740</b>	<b>260,701</b>	<b>12,039</b>	<b>296,933</b>	<b>445,659</b>	<b>402,379</b>	<b>43,280</b>	<b>658,417</b>
<b>Operating Expenses</b>								
Salaries and Wages	161,353	258,942	(97,589)	173,478	315,435	517,884	(202,449)	363,164
Payroll Taxes and Benefits	49,290	74,362	(25,072)	47,292	96,150	148,724	(52,574)	102,342
Labor Allocations to Events	(51,822)	(147,870)	96,048	(65,361)	(107,672)	(295,740)	188,068	(164,694)
<b>Net Salaries and Benefits</b>	<b>158,821</b>	<b>185,434</b>	<b>(26,613)</b>	<b>155,409</b>	<b>303,913</b>	<b>370,868</b>	<b>(66,955)</b>	<b>300,812</b>
Contracted Services	31,605	20,718	10,887	28,220	59,626	41,436	18,190	51,663
General and Administrative	18,348	28,110	(9,762)	16,545	45,285	56,220	(10,935)	47,408
Operations	3,988	9,771	(5,783)	11,856	8,819	19,542	(10,723)	15,208
Repair and Maintenance	37,842	41,645	(3,803)	29,333	70,452	83,290	(12,838)	54,079
Operational Supplies	1,499	20,908	(19,409)	7,559	12,898	41,816	(28,818)	15,923
Insurance	15,135	16,248	(1,113)	14,163	28,571	32,496	(3,925)	26,875
Utilities	130,324	123,400	6,924	98,353	262,056	246,800	15,256	226,254
SMG Management Fees	13,772	13,978	(206)	13,542	27,544	27,956	(412)	27,084
<b>Total Operating Expenses</b>	<b>411,334</b>	<b>460,212</b>	<b>(48,878)</b>	<b>374,980</b>	<b>819,264</b>	<b>920,424</b>	<b>(101,160)</b>	<b>765,306</b>
<b>Net Income(Loss) From Operations</b>	<b>(138,694)</b>	<b>(199,511)</b>	<b>60,917</b>	<b>(78,047)</b>	<b>(373,605)</b>	<b>(518,045)</b>	<b>144,440</b>	<b>(106,889)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(138,594)</b>	<b>(199,511)</b>	<b>60,917</b>	<b>(78,047)</b>	<b>(373,605)</b>	<b>(518,045)</b>	<b>144,440</b>	<b>(106,889)</b>

**SMG DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Year to Date Event Summary Report**  
**For the One Month ended July 31, 2013**

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	19	19	19,800	18,240	338,997	300,162
<b>Consumer/Gated Shows</b>						
DeVos Performance Hall	5	-	50	-	27,190	-
Banquets	1	1	250	650	2,617	8,057
Meetings	13	13	3,210	5,005	66,095	71,864
Other	2	2	2,050	900	7,064	16,964
<b>GRAND TOTALS</b>	<b>40</b>	<b>35</b>	<b>25,360</b>	<b>24,795</b>	<b>441,962</b>	<b>397,047</b>

**As Percentage of Overall**

Convention/Trade Shows	47.50%	54.29%	78.08%	73.56%	76.70%	75.60%
Consumer/Gated Shows	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
DeVos Performance Hall	12.50%	0.00%	0.20%	0.00%	6.15%	0.00%
Ballroom Exclusive	2.50%	2.86%	0.99%	2.62%	0.59%	2.03%
Meetings	32.50%	37.14%	12.66%	20.19%	14.95%	18.10%
Other	5.00%	5.71%	8.08%	3.63%	1.60%	4.27%

**DeVos Place  
Balance Sheet  
As of August 31, 2013**

**ASSETS**

**Current Assets**

Cash	2,498,997
Account Receivable	457,964
Prepaid Expenses	35,444
<b>Total Current Assets</b>	<b>\$2,992,405</b>

**Total Assets**

**\$2,992,405**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	135,469
Accrued Expenses	201,449
Deferred Income	65,799
Advanced Ticket Sales & Deposits	942,588
<b>Total Current Liabilities</b>	<b>\$1,345,305</b>

**Other Liabilities**

**Equity**

Funds Remitted to CAA	
Expenses Paid Direct by CAA	235,127
Beginning Balance Equity	1,785,578
Current Year Equity	(373,604)
<b>Total Equity</b>	<b>\$1,647,100</b>
<b>Total Liabilities and Equity</b>	<b>\$2,992,405</b>

5

**SMG - DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of August 31, 2013**

---

Current - Under 30 Days	
Food & Beverage	42,287
Ticketing	30,202
Merchandise	-
Decorating	16,314
Audio/Visual	31,662
Van Andel Arena	44,935
Operating	231,076
Over 30 Days	16,900
Over 60 Days	44,588
Over 90 Days	
Total Accounts Receivable	457,964

**SMG - Van Andel Arena & DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Management Fee Summary**  
**Fiscal Year Ending June 30, 2014**

---

**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2013 Estimate
Net Revenue above Expenses	1,006,739	(254,532)	752,207	1,743,309
Benchmark ++			750,000	750,000
Excess	1,006,739	(254,532)	2,207	993,309

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,741	167,741	335,482	330,525
Incentive Fee				
Revenue	5,023,466	5,268,030	10,291,496	11,289,192
Benchmark Revenue	4,950,000	4,350,000	9,300,000	9,200,000
Revenue Excess	73,466	918,030	991,496	2,089,192
Incentive Fee **	20,187	252,262	272,449	330,525
Total SMG Management Fee	187,928	420,003	607,931	661,050

\*\* 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, 2013**

**PROUD HOME OF THE GRAND RAPIDS GRIFFINS – 2013 CALDER CUP CHAMPIONS**



**Distribution:**

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Harry Cann

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



*An SMG Managed Facility*

**VAN ANDEL ARENA  
ROLLING FORECAST  
FISCAL YEAR ENDING JUNE 30, 2014**

	<b>YTD</b>	<b>ROLL</b>	<b>TOTAL FYE</b>	<b>BUDGET FYE</b>	<b>VARIANCE</b>
<b>NO. EVENTS</b>	0	96	96	96	-
<b>ATTENDANCE</b>	0	543,200	543,200	543,200	-
<b>DIRECT EVENT INCOME</b>	0	1,262,321	1,262,321	1,262,321	-
<b>ANCILLARY INCOME</b>	0	1,231,195	1,231,195	1,231,195	-
<b>TOTAL EVENT INCOME</b>	0	2,493,516	2,493,516	2,493,516	-
<b>TOTAL OTHER INCOME</b>	294,746	2,235,204	2,529,950	2,529,950	-
<b>TOTAL INCOME</b>	294,746	4,728,720	5,023,466	5,023,466	-
<b>INDIRECT EXPENSES</b>					
<b>EXECUTIVE</b>	35,847	143,634	179,481	179,481	-
<b>FINANCE</b>	28,604	199,894	228,498	228,498	-
<b>MARKETING</b>	33,687	287,796	321,483	321,483	-
<b>OPERATIONS</b>	289,955	1,382,545	1,672,500	1,672,500	-
<b>BOX OFFICE</b>	12,092	133,859	145,951	145,951	-
<b>LUXURY SEATING</b>	7,977	85,315	93,292	93,292	-
<b>SKYWALK ADMIN</b>	5,490	14,470	19,960	19,960	-
<b>OVERHEAD</b>	181,341	1,174,221	1,355,562	1,355,562	-
<b>TOTAL INDIRECT EXP.</b>	594,992	3,421,734	4,016,727	4,016,727	-
<b>NET REVENUE ABOVE EXPENSES</b>	(300,246)	1,306,986	1,006,739	1,006,739	-
<b>LESS INCENTIVE FEE</b>		20,187	20,187	20,187	-
<b>NET REVENUE ABOVE EXPENSES AFTER INCENTIVE</b>	(300,246)	1,286,799	986,552	986,552	-

Comments:

August was again a slow month for the Arena as no events were hosted. On-sales have begun for upcoming events and the events on-sale are performing well and September will see the kickoff to FY 2014 events.

General Manager  
Director of Finance

**VAN ANDEL ARENA  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED AUGUST 31, 2013**

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 2013
Number of Events	0	0	0
Attendance	0	0	0
Direct Event Income	\$0	\$0	\$0
Ancillary Income	0	0	322
Other Event Income	0	0	0
Other Operating Income	144,680	146,376	143,006
Indirect Expenses	(288,578)	(334,727)	(290,850)
<b>Net Income</b>	<b>(\$143,898)</b>	<b>(\$188,351)</b>	<b>(\$147,522)</b>

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2013 Prior Year
Number of Events	0	0	5
Attendance	0	0	7,209
Direct Event Income	\$0	\$0	\$86,095
Ancillary Income	0	0	3,366
Other Event Income	0	0	138
Other Operating Income	294,746	292,752	280,095
Indirect Expenses	(594,994)	(669,454)	(565,573)
<b>Net Income</b>	<b>(\$300,248)</b>	<b>(\$376,702)</b>	<b>(\$195,879)</b>

**EVENT INCOME**

No events were hosted during the month.

**ANCILLARY INCOME**

No events were hosted during the month.

**INDIRECT EXPENSES**

Indirect expenses came in a bit ahead of budget, however, consistent with expectations.

**Van Andel Arena**  
**Income Statement**  
**For the Two Months Ending August 31, 2013**

	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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,638
Service Revenue	0	0	0	0	0	0	0	25,015
Service Expenses	0	0	0	0	0	0	0	(26,420)
<b>Total Direct Event Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>86,233</b>
<b>Ancillary Income</b>								
F&B Concession	0	0	0	0	0	0	0	1,120
F&B Catering	0	0	0	322	0	0	0	1,611
Booth Cleaning	0	0	0	0	0	0	0	635
<b>Total Ancillary Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>322</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,366</b>
<b>Other Event Income</b>								
<b>Total Other Event Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Event Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>322</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89,599</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	91,307	90,292	1,015	82,778	183,709	180,584	3,125	165,557
Advertising	52,136	52,084	52	54,000	106,136	104,168	1,968	108,000
Other Income	1,237	4,000	(2,763)	6,228	4,901	8,000	(3,099)	6,538
<b>Total Other Operating Income</b>	<b>144,680</b>	<b>146,376</b>	<b>(1,696)</b>	<b>143,006</b>	<b>294,746</b>	<b>292,752</b>	<b>1,994</b>	<b>280,095</b>
<b>Adjusted Gross Income</b>	<b>144,680</b>	<b>146,376</b>	<b>(1,696)</b>	<b>143,328</b>	<b>294,746</b>	<b>292,752</b>	<b>1,994</b>	<b>369,694</b>
<b>Operating Expenses</b>								
Salaries and Wages	140,154	169,319	(29,165)	135,145	264,228	338,638	(74,410)	241,145
Payroll Taxes and Benefits	25,884	47,535	(21,651)	27,529	54,654	95,070	(40,416)	61,299
Labor Allocations to Events	(19,710)	(70,483)	50,773	(16,110)	(39,320)	(140,966)	101,646	(49,374)
<b>Net Salaries and Benefits</b>	<b>146,328</b>	<b>146,371</b>	<b>(43)</b>	<b>146,564</b>	<b>279,562</b>	<b>292,742</b>	<b>(13,180)</b>	<b>253,070</b>
Contracted Services	20,730	20,928	(198)	19,854	37,934	41,856	(3,922)	36,509
General and Administrative	24,702	22,535	2,167	16,102	56,878	45,070	11,808	46,353
Operations	302	6,800	(6,498)	769	3,453	13,600	(10,147)	14,631
Repair and Maintenance	19,736	21,417	(1,681)	14,173	42,963	42,834	129	30,017
Operational Supplies	10,539	15,417	(4,878)	17,562	20,978	30,834	(9,856)	22,264
Insurance	2,698	10,251	(7,553)	2,830	5,397	20,502	(15,105)	6,913
Utilities	49,771	77,030	(27,259)	59,454	120,285	154,060	(33,775)	128,733
SMG Management Fees	13,772	13,978	(206)	13,542	27,544	27,956	(412)	27,083
<b>Total Operating Expenses</b>	<b>288,578</b>	<b>334,727</b>	<b>(46,149)</b>	<b>290,850</b>	<b>594,994</b>	<b>669,454</b>	<b>(74,460)</b>	<b>565,573</b>
<b>Net Income(Loss) From Operations</b>	<b>(143,898)</b>	<b>(188,351)</b>	<b>44,453</b>	<b>(147,522)</b>	<b>(300,248)</b>	<b>(376,702)</b>	<b>76,454</b>	<b>(195,879)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(143,898)</b>	<b>(188,351)</b>	<b>44,453</b>	<b>(147,522)</b>	<b>(300,248)</b>	<b>(376,702)</b>	<b>76,454</b>	<b>(195,879)</b>

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For the Two Months ended August 31, 2013**

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Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Family Show	-	-	-	-	-	-
Sporting Event	-	-	-	-	-	-
Concert	-	-	-	-	-	-
Team Home Games	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>GRAND TOTALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**As Percentage of Overall**

Family Show	#DIV/0! #DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Sporting Event	#DIV/0! #DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Concert	#DIV/0! #DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Team Home Games	#DIV/0! #DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Other	#DIV/0! #DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**Van Andel Arena  
Balance Sheet  
As of August 31, 2013**

**ASSETS**

**Current Assets**

Cash	2,899,510
Account Receivable	2,467,554
Prepaid Expenses	21,870
<b>Total Current Assets</b>	<b>\$5,388,935</b>

**Total Assets**

**\$5,388,935**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	100,045
Accrued Expenses	282,034
Deferred Income	1,609,539
Advanced Ticket Sales & Deposits	2,859,796
<b>Total Current Liabilities</b>	<b>\$4,851,414</b>

**Other Liabilities**

**Equity**

Funds Remitted to CAA	(150,000)
Expenses Paid Direct by CAA	112,690
Beginning Balance Equity	875,077
Current Year Equity	(300,246)
<b>Total Equity</b>	<b>\$537,521</b>

**Total Liabilities and Equity**

**\$5,388,935**

5

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Summary of Accounts Receivable**  
**As of August 31, 2013**

---

Current - Under 30 Days	
Food & Beverage	-
Ticketing	1,460,112
Merchandise	-
Permanent Advertising	35,539
DeVos Place	(44,251)
Operating	927,800
 Over 30 Days	 22,354
 Over 60 Days	 66,000
 Over 90 Days	 
Total Accounts Receivable	2,467,554

**SMG - Van Andel Arena & DeVos Place**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Management Fee Summary**  
**Fiscal Year Ending June 30, 2014**

---

**MANAGEMENT FEE SUMMARY**

	Arena Estimate	DeVos Place Estimate	Total Estimate	FY 2013 Estimate
Net Revenue above Expenses	1,006,739	(254,532)	752,207	1,743,309
Benchmark ++			750,000	750,000
Excess	1,006,739	(254,532)	2,207	993,309

Incentive Fee Calculation (Only if above greater than zero)

	Arena Estimate	DeVos Place Estimate	Total Estimate	Total Estimate
Base Fee	167,741	167,741	335,482	330,525
Incentive Fee				
Revenue	5,023,466	5,268,030	10,291,496	11,289,192
Benchmark Revenue	4,950,000	4,350,000	9,300,000	9,200,000
Revenue Excess	73,466	918,030	991,496	2,089,192
Incentive Fee **	20,187	252,262	272,449	330,525
Total SMG Management Fee	187,928	420,003	607,931	661,050

\*\* 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

Item 5

DATE '13	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Sep 25	Available					
Thur, Sep 26	Professional Bull Riders	KP		Arena	6:30 AM 1:00 PM 3:00 PM 6:00 PM 8:00 PM	Flying Production begins Dirt Load-in Building/Production meeting Chute set-up Sponsorship signage
	W MI Hispanic Community	AK		Banquet B/C	5P-9P	Networking event
Fri, Sep 27	Professional Bull Riders	KP	TODD	Arena	9:00 AM 3:00 PM 6:30 PM 8P-9:10P 9:10P-9:25P 9:25P-10:30P 10:30 PM 11:00 PM	Staff arrives/Sound check Livestock/Contestant arrival begins Doors 1 <sup>st</sup> half – Performance #1 Intermission 2 <sup>nd</sup> half – Performance #1 T-shirt security on Arena floor Livestock departs
		AK			6:30P-8P	VIP Party
		AK			4:30P-6:30P 12:30A-1:30A	Crew dinner Post-game meal
		KP	CHRIS	Arena	3:00 PM 4:00 PM 6:30 PM 8P-9:10P 9:10P-9:25P 9:25P-10:30P 10:30 PM 11:00 PM 11:30 PM	Livestock/Contestant arrival begins Staff arrives/Sound check Doors 1 <sup>st</sup> half – Performance #2 Intermission 2 <sup>nd</sup> half – Performance #2 T-shirt security on Arena floor Livestock departs/Chute tear down Dirt out
		AK			6:30P-8P	VIP Party
		AK			4:30P-6:30P 12:30A-1:30A	Crew dinner Post-game meal
Sun, Sep 29	Professional Bull Riders	KP		Arena	9:00 AM	Load-out
Mon, Sep 30	Available					
Tue, Oct 1	Michaels and Association	AK		Banquet B/C	4P-10P	Meeting
Wed, Oct 2	Available					
Thur, Oct 3	Available					
Fri, Oct 4	Available					
Sat, Oct 5	SMG	LI		Arena	12P-3P	Meet the WCHA Day
Sun, Oct 6	Available					
Mon, Oct 7	Hurst Mechanical	RW		Arena E/S Sides	7:30A-4:30P	Crane Replacing Rooftop HVAC Equip
Tue, Oct 8	Available					
Wed, Oct 9	W MI Asian American Assn	AK		Banquet B/C	5P-9P	Banquet
Thur, Oct 10	Available					
Fri, Oct 11	Available					
Sat, Oct 12	Available					
Sun, Oct 13	Available					
Mon, Oct 14	SMG	LH		Banquet B/C	1P-4P	K'nekt training
Tue, Oct 15	SMG	LH		Banquet B/C	9A-12P	K'nekt training
Wed, Oct 16	Available					
Thur, Oct 17	Available					
Fri, Oct 18	Griffins vs. Milwaukee	KP		Arena	10A-12:30P 6:00 PM 7P-9:30P 9:30P-10:10P	Team practice Doors Home Opener Hockey Game Post-game skate

Sat, Oct 19	Available					
Sun, Oct 20	Available					
Mon, Oct 21	Available					
Tue, Oct 22	Josh Groban	KP		Arena	7:30 PM	Performance
Wed, Oct 23	Available					
Thur, Oct 24	Chris Tomlin	KP		Arena	7:30 PM	Performance
Fri, Oct 25	Griffins vs. Charlotte	KP		Arena	10A-12:30P 6:00 PM 7P-9:30P	Team practice Doors Home Opener Hockey Game
Sat, Oct 26	Available					
Sun, Oct 27	Available					

**DEVOS PLACE**
**REVISED WEEKLY – 2013**

DATE	EVENT NAME	ROOMS IN USE	TIME	DETAILS	EC	EST. ATTEND.
MON. SEPT 30	Focus on Life Dinner	Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB Ballroom AB Business Center Ballroom AB Ballroom AB Ballroom AB	8:00am-12:00pm 8:00am 9:00am-3:00pm 9:30am 3:00pm-5:00pm 5:00pm 5:00pm-7:00pm 6:00pm 6:45pm 7:00 pm 7:00pm-9:30pm 9:30pm-11:00pm 11:00pm	A/V Load In Client Arrival Client Setup Floral Delivery Break Guest Arrival Registration Doors Open Program Starts Teen Center Dinner Guests Dismissed/Production Load Out Client Departure	EK	1010
	2013 Gordon Food Service Annual Fall Food Show	Exhibit Hall ABC GG, GGOL, ROL Exhibit Hall ABC Active event space GG AB Exhibit Hall ABC Exhibit Hall ABC	7:00am-3:00pm 8:00am-5:00pm 1:00pm 2:00pm 4:30pm-6:30pm 6:00pm-9:30pm 10:00pm	GFS Vendor Load In AV Load In OPS to set for VIP Reception Fire Inspection VIP Rehearsal-NO AV VIP Reception Changeover	RH	?
	ARTPRIZE	SKYWAY	9:00 am – 8:00 pm			
	Amway Corporate Meeting	Chase Boardroom Chase Boardroom Chase Boardroom Chase Boardroom Chase Boardroom	8:00 am 9:00 am – 10:45 am 10:45 am – 11:00 am 11:00 am – 12:00 pm 12:00 pm – 1:00 pm 1:00 pm – 5:00 pm 5:30 pm	Client Arrival Meeting Break Meeting Lunch Meeting Departure	ES	50
	BGR - Jersey Boys	DVPH/Lyon Dock (1 Truck Bay) DVPH/Lyon Dock (2 Truck Bays)	9:00am – 2:00pm 3:00pm – 12:00am	Advance Call Move In	AK	n/a
TUES. OCT 1	2013 Gordon Food Service Annual Fall Food Show	Exhibit Hall ABC GGOL AB & C GGOL E, F, GH ROL A GGAB, CD, E, F/ GGOLD Exhibit Hall ABC	5:30am 8:00am-5:00pm 8:00am-5:00pm 9:00am-4:00pm 9:00am-5:00pm	GFS Staff/Chef Arrival Sodexo Sales/Specialty Rooms Seminars Show Open	RH	5000
	GFS Great Lakes East Customer Appreciation Reception	Ballroom A Ballroom A Ballroom A Ballroom A Ballroom A Ballroom A Ballroom A Ballroom A	2:30pm 3:00pm 3:00pm-4:30pm 4:15pm 5:00pm 5:00pm-6:00pm 5:45pm 6:00pm-9:00pm 9:00pm-9:30pm 9:30pm	Piano Tuning Client Tuning Client Setup Musician Arrival/Tuning Guest Arrival for Retirement Party Retirement Party Guest Arrival for Reception Reception Musician Tear Down Client Departure Client Arrival Client Setup	RH	600
	GFS Great Lakes West/Central Customer Receptions	Ballroom CD Ballroom CD	1:30pm 1:30pm-4:00pm	Client Arrival Client Setup	EK	450 (225 per

EH A-C = Exhibit Halls A-C      GG A-F = Grand Gallery Meeting Rooms A-F  
 BALL A-D = Ballroom A-D      RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H      DVPH = DeVos Performance Hall  
 MON A-D = Monroe Meeting Rooms

## DEVOS PLACE

### REVISED WEEKLY – 2013

		Ballroom CD Ballroom CD Ballroom CD Ballroom CD	4:30pm-5:00pm 5:00pm-8:00pm 9:00pm	Doors Open Guest Arrival Client Departure		ballroom)
	ARTPRIZE	SKYWAY	9:00 am - 8:00 pm			
	Amway Corporate Meeting	Chase Boardroom Chase Boardroom Chase Boardroom Chase Boardroom Chase Boardroom	8:00 am - 8:30 am 10:45 am - 11:00 am 11:00 am - 12:00 pm 12:00 pm - 1:00 pm 1:00 pm - 5:00 pm	Client Arrival Meeting Break Meeting Lunch Meeting Departure	ES	50
	BGR – Jersey Boys	DVPH/Lyon Dock (2 Truck Bays) Monroe B/C/D DVPH	8:00am - 5:00pm 5:30pm - 7:00pm 6:00pm 6:30pm 7:00pm <b>7:30pm - 10:10pm</b>	Move In Crew Catering Outside Doors Open Lobby Open Seating Open Performance	AK	1000 - 1800
WED. OCT 2		Exhibit Hall ABC GGOL AB & C GGOL E, F, GH/ ROL A GG AB, CD, E, F/ GGOL D Exhibit Hall ABC Exhibit Hall ABC Exhibit Hall ABC Exhibit Hall ABC	5:30am 8:00am-5:00pm 8:00pm-5:00pm 9:00am-4:00pm 9:00am-4:00pm 4:00pm-11:00pm 6:00pm 5:00pm	GFS Staff/Chef Arrival Sodexo Sales/ Specialty Rooms Seminars Show Open Load Out AV Load Out Mel Trotter Food Pick Up	RH	5000
	ARTPRIZE	SKYWAY	9:00 am - 8:00 pm			
	Amway Corporate Meeting	Chase Boardroom Chase Boardroom Chase Boardroom Chase Boardroom Chase Boardroom	8:00 am - 8:30 am 10:45 am - 11:00 am 11:00 am - 12:00 pm 12:00 pm - 1:00 pm 1:00 pm - 5:00 pm	Client Arrival Meeting Break Meeting Lunch Meeting Departure	ES	50
	BGR – Jersey Boys	DeVos Hall	6:00pm 6:30pm 7:00pm <b>7:30pm - 10:10pm</b>	Outside Doors Open Lobby Open Seating Open Performance	AK	1000 - 1800
THURS. OCT 3		Exhibit Hall ABC Bishop Distributing Art Prize Sale	8:00am-12:00pm 12:30pm 1:00pm-6:30pm 6:30pm	Additional Load Out Client Arrival/ Load In Client Setup Client Departure	RH	n/a
	ARTPRIZE	SKYWAY	9:00 am - 8:00 pm			
	Amway Corporate Meeting	Chase Boardroom Chase Boardroom	8:00 am - 8:30 am 10:45 am - 11:00 am	Client Arrival Meeting Break	ES	50
	2013 Gordon Food Service Annual Fall Food Show	Exhibit Hall ABC				
	RO A-F = River Overlook A-F	GG A-F = Grand Gallery Meeting Rooms A-F				
	MON A-D = Monroe Meeting Rooms	GGO A-H = Overlook Meeting Rooms A-H				
	BALL A-D = Ballroom A-D	DVPH = DeVos Performance Hall				

# DEVOSPLACE

## REVISED WEEKLY – 2013

		Chase Boardroom Chase Boardroom Chase Boardroom	11:00 am – 12:00 pm 12:00 pm – 1:00 pm 1:00 pm – 5:00 pm 5:30 pm	Meeting Lunch Meeting Departure		
	BGR – Jersey Boys	DVPH	6:00pm 7:00pm <b>7:30pm – 10:10pm</b>	Outside Doors Open/Lobby Open Seating Open <b>Performance</b>	AK	1000 - 1800
FRI. OCT 4	Bishop Distributing Art Prize Sale	Michigan Dock Grand Gallery A-F Grand Gallery D Grand Gallery A-C Grand Gallery D Grand Gallery E Grand Gallery F Michigan Dock SKYWAY	9:00 am 9:00 am 12:00pm-12:45pm 12:45 pm 1:00 pm- 6:00 pm 1:00 pm- 6:00 pm 1:00 pm- 6:00 pm 1:00 pm- 6:00 pm 6:00 pm-8:00pm 9:00 am – 10:00 pm	Client Arrival Client Set-Up Speaker Attendee Arrival/Registration Table Top Displays Speaker Room Order Room Storage Client Load Out	EK	150
	Amway Corporate Meeting	Chase Boardroom Chase Boardroom Chase Boardroom Chase Boardroom Chase Boardroom SKYWAY	8:00 am 8:30 am –10:45 am 10:45 am – 11:00 am 11:00 am – 12:00 pm 12:00 pm – 1:00 pm 1:00 pm – 5:00 pm 5:30 pm	Client Arrival Meeting Break Meeting Lunch Meeting Departure	ES	50
	BGR – Jersey Boys	DVPH	6:30pm 7:00pm 7:30pm <b>8:00pm – 10:40pm</b>	Outside Doors Open Lobby Open Seating Open <b>Performance</b>	AK	1000 - 1800
SAT. OCT 5	MISHRM 2013 Annual Conference	Exhibit Hall C Pre-Function	3:00 p.m.	OFFICE/STORAGE REG. SETUP PRE CON MEETING	RP	
	CARPET CLEANING - ART CRAFT DISPLAY	EXHIBIT HALL A-B	8:00AM-11:59PM	CARPET CLEANING		
	ARTPRIZE	SKYWAY	9:00 am – 10:00 pm	Registration training	AK	
	BGR- Jersey Boys	DVPH	12:30pm 1:00pm 1:30pm <b>2:00pm – 4:40pm</b> 6:30pm 7:00pm 7:30pm <b>8:00pm – 10:40pm</b>	Outside Doors Open Lobby Open Seating Open <b>Performance</b> Outside Doors Open Lobby Open Seating Open <b>Performance</b>	AK	1000 – 1800 Each performance
SUN. OCT 6	MISHRM 2013 Annual Conference	Ballroom C & D Exhibit Hall C Pre-Function Exhibit Hall C Storage Room	5:00 am 6:30 am 7:00 am – 4:00 pm 7:00 am – 4:00 pm	Blue Water Breakout Load In Client Arrival Registration Registration Staff Beverage Break	RP	800

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

GG A-F = Grand Gallery Meeting Rooms A-F  
RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H  
MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

DEVOSPACE

REVISED WEEKLY - 2013

ER A-C = Exhibit Halls A-C  
BALL A-D = Ballroom A-D  
OO A-F = River Overlook A-F  
RO A-F = River Overlook A-F

MON A-D = Monroe Meeting Rooms      DVPH = DeVos Performance Hall  
UGG A-II = Overlook Meeting Rooms A-II

DEVOSPLACE

REVISED WEEKLY - 2013

EH A-C = Exhibit

**GG A-F = Grand Gallery Meeting Rooms A-F  
RO A-F = River Overlook A-F**

**GGO A-H = Overlook Meeting Rooms A-H**  
**MCON A-D = Monroe Meeting Rooms**

DVPH = DeVos Performance Hall

# DEVOS PLACE

## REVISED WEEKLY – 2013

THURS. OCT 10	CET DESIGNER USER CONFERENCE	CHASE RO A-F STEELCASE	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	RH
	MSU -COLLEGE OF HUMAN MEDICINE GALA		8:00AM-11:59PM	BANQUET	RP
	GRS - CLASSICAL II	DVPH	3:30P-6PM 7:30PM-10PM	REHEARSAL REHEARSAL	JH
FRI. OCT 11	CITY MANAGERS MEETING	GGO A	8:00AM-11:59PM	MEETING	RP
	MSU – COLLEGE OF HUMAN MEDICINE GALA	STEELCASE BUS CNTR SECCCHIA	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BANQUET BANQUET BANQUET	RP
	GRS - CLASSICAL II	RECITAL HALL DVPH	7PM-7:30PM 8PM-10PM	UPBEAT PERFORMANCE	JH
SAT. OCT 12	WEST MICHIGAN WEDDING ASSOCIATION FALL BRIDAL SHOW	BALL A-D	8:00AM-11:59PM	PUBLIC	JD
	GRS - CLASSICAL II	RECITAL HALL DVPH	7PM-7:30PM 8PM-10PM 10PM-12AM	UPBEAT PERFORMANCE MOVE OUT	JH
SUN. OCT 13	WEST MICHIGAN WEDDING ASSOCIATION FALL BRIDAL SHOW	BALL A-D	8:00AM-11:59PM	PUBLIC	JD
MON. OCT 14	AMWAY ETD AU TEAM TRACKS MEETING	GGO A-H GGO LOBBY DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING	ES
	Michigan Council of Foundations				AK
TUES. OCT 15	GVSU JOB FAIR	BALL A-D BUS CNTR BALL D COAT SECCCHIA	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	PUBLIC PUBLIC PUBLIC	EK
	MICHIGAN NONPROFIT ASSOCIATION	RO AB RO CD RO EF RO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING	
	AMWAY ETD AU TEAM TRACKS MEETING	GGO A-H GGO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	ES
WED. OCT 16	GRSO BRAVO! AWARDS	BALL AB	8A-4P 5:30P-7:30P 8P-10P	MOVE IN/SETUP RECEPTION/DINNER MOVE OUT	AK
	HUMAN TRAFFICKING EVENT – PROSECUTING ATTORNEYS ASSN	BALL C BAL CD PREFUN	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	ES

EH A-C = Exhibit Halls A-C    GG A-F = Grand Gallery Meeting Rooms A-F  
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**DEVOS PLACE**

**REVISED WEEKLY – 2013**

		BALL D BALL D COAT RM BUSINESS CNTR CHASE RO AB RO CD RO EF GGO A-H GGO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING MEETING MEETING MEETING MEETING		
					ES	
THURS. OCT 17	2013 NATIONAL FALL CONVENTION NATIONAL ASSOCIATION FOR PUPIL TRANSPORTATION EXECUWEST CONSULTANTS	CHASE GO A-E GG E-F EHBC PRE-FUNCTION EHC STORAGE SECCHIA BALLA-D	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET-UP MEETING MEETING STORAGE STORAGE MEETING	RH	
	HUMAN TRAFFICKING EVENT – PROSECUTING ATTORNEYS ASSN	BALL C BALL CD PREFUN BALLD BALL D COAT RM BUSINESS CNTR CHASE RO AB RO CD RO EF GGO A-H GGO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING MEETING MEETING MEETING MEETING MEETING	ES	
	AMWAY ETD AU TEAM TRACKS MEETING		8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	ES	
FRI. OCT 18	2013 NATIONAL FALL CONVENTION NATIONAL ASSOCIATION FOR PUPIL TRANSPORTATION EXECUWEST CONSULTANTS	CHASE GO A-E GG E-F EHBC PRE-FUNCTION EHC STORAGE SECCHIA BALLA-D	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET-UP MEETING MEETING STORAGE STORAGE MEETING	RH	
	MCDC 2013 ALL STAFF DAY	BALL CD BALL CD PRE-FUN BALL D COAT BUS CNTR GG AB GG CD	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING REGISTRATION OFFICE	EK	
	NASDPTS ANNUAL CONFERENCE				RH	
	AMWAY ETD AU TEAM TRACKS MEETING	GGO A-H GGO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING	ES	
	GRS - SYMPHONIC BOOM	DPH/YON DOCK DVPH	8AM-1PM 3:30PM-6PM 7:30PM-10PM	MOVE IN REHEARSAL REHEARSAL	AK	
SAT. OCT 19	2013 NATIONAL FALL CONVENTION NATIONAL ASSOCIATION FOR PUPIL	CHASE GO A-E	8:00AM-11:59PM 8:00AM-11:59PM	SET-UP MEETING	RH	

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**DEVOS PLACE**

**REVISED WEEKLY – 2013**

	TRANSPORTATION EXECUWEST CONSULTANTS	GG E-F EHBC PRE-FUNCTION EHC STORAGE SECCHIA BALLA-D GG AB GG CD	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING STORAGE MEETING MEETING MEETING BANQUET	RH
	NASDPTS ANNUAL CONFERENCE	BALLA-D GG AB GG CD	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BANQUET BANQUET BANQUET	RP
	SPECTRUM HEALTH SERVICE AWARDS DINNER	BALLA-D BALL A/D COAT BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM 8PM-10:30PM	PERFORMANCE MOVE OUT	AK
	GRS - SYMPHONIC BOOM	DVPH DPH/LYON DOCK	10:30PM-12AM		
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SUN. OCT 20	2013 NATIONAL FALL CONVENTION NATIONAL ASSOCIATION FOR PUPIL TRANSPORTATION EXECUWEST CONSULTANTS	CHASE GO A-E GG E-F EHBC PRE-FUNCTION EHC STORAGE SECCHIA BALLA-D GG AB GG CD	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET-UP MEETING STORAGE MEETING STORAGE MEETING MEETING BANQUET	RH
	NASDPTS ANNUAL CONFERENCE	DVPH/LYON DOCK	8AM-5PM 7:30PM-10PM	MOVE IN PERFORMANCE	RH
	THE TEMPTATIONS	DVPH DPH/LYON DOCK	10PM-12AM	MOVE OUT	AK
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MON. OCT 21	2013 NATIONAL FALL CONVENTION NATIONAL ASSOCIATION FOR PUPIL TRANSPORTATION EXECUWEST CONSULTANTS	CHASE GO A-E GG E-F EHBC PRE-FUNCTION EHC STORAGE SECCHIA BALLA-D GG AB GG CD	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET-UP MEETING STORAGE MEETING STORAGE MEETING MEETING BANQUET	Rh
	NASDPTS ANNUAL CONFERENCE	RO A, RO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM	MEETING REGISTRATION	RH
	CAPTRUST FIDUCIARY LEADERSHIP EVENT				JD
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TUES. OCT 22	2013 NATIONAL FALL CONVENTION NATIONAL ASSOCIATION FOR PUPIL TRANSPORTATION EXECUWEST CONSULTANTS	CHASE GO A-E GG E-F EHBC PRE-FUNCTION EHC STORAGE SECCHIA BALLA-D DPH/LYON DOCK DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 7:30PM-10PM	SET-UP MEETING STORAGE MEETING STORAGE MEETING REHEARSAL	RH
	GRS - CLASSICAL III				JH
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# DEVOSPLACE

## REVISED WEEKLY – 2013

WED. OCT 23	2013 NATIONAL FALL CONVENTION NATIONAL ASSOCIATION FOR PUPIL TRANSPORTATION EXECUWEST CONSULTANTS	CHASE GO A-E GG E-F EHBC PRE-FUNCTION EHC STORAGE SECHIA BALLA-D MONA-D	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET-UP MEETING MEETING STORAGE STORAGE MEETING MEETING	RH
	AMWAY NEW PLATINUM CONFERENCE	GG A DVPH	8:00AM-11:59PM 3:30P-6PM 7:30PM-10PM	MEETING MEETING REHEARSAL REHEARSAL	JD JH
THURS. OCT 24	2013 NATIONAL FALL CONVENTION NATIONAL ASSOCIATION FOR PUPIL TRANSPORTATION EXECUWEST CONSULTANTS	CHASE GO A-E GG E-F EHBC PRE-FUNCTION EHC STORAGE SECHIA BALLA-D EH A EHB STORAGE MON ABCD	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SET-UP MEETING MEETING STORAGE STORAGE MEETING MEETING STORAGE	RH
	NCEES ENGINEERING EXAMS	STEELCASE BUS CNTR EH C DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SET-UP	RP
	AMWAY NEW PLATINUM CONFERENCE		7:30PM-10PM	REHEARSAL	JH
	2013 SALONCENTRIC SHOW				
FRI. OCT 25	NCEES ENGINEERING EXAMS	EH A EHB STORAGE STEELCASE BUS CNTR EH C GG A-F MON ABCD	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING STORAGE CONVENTION CONVENTION CONVENTION SETUP	EK
	2013 SALONCENTRIC SHOW				RP
	AMWAY NEW PLATINUM CONFERENCE	RECITAL HALL DVPH	7PM-7:30PM 8PM-10PM	UPBEAT PERFORMANCE	JD
SAT. OCT 26	NCEES ENGINEERING EXAMS	EH A EHB STORAGE MON ABCD			JH
	AMWAY NEW PLATINUM CONFERENCE				
	2013 SALONCENTRIC SHOW	STEELCASE BUS CNTR EH C GG A-F GGO A-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	RP

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DEVOSPACE

REVISED WEEKLY - 2013

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**DEVOS PLACE**

**REVISED WEEKLY – 2013**

WED. OCT 30	MILLER JOHNSON EMPLOYMENT LAW	BALL C,D GG A-F GGO E-H	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING	EK
	AMWAY NEW PLATINUM CONFERENCE	EHA BALL AB MON ABCD EH DRESS RM A EH DRESS RM B EHB STORAGE EHB SHOW OFFICE RO A-F BALL A COAT BALL A SHOW OFC DVPH	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-6:00PM 7:30PM-10:45PM	MEETING MEETING MEETING MEETING MEETING MEETING MEETING MEETING MEETING MEETING MOVE IN OPEN REHEARSAL	JD
THURS. OCT 31	AMWAY NEW PLATINUM CONFERENCE	EHA BALL AB MON ABCD EH DRESS RM A EH DRESS RM B EHB STORAGE EHB SHOW OFFICE RO A-F BALL A COAT BALL A SHOW OFC FERRIS FOUNDATION BOARD OF DIRECTORS MEETING OGR -A STREETCAR NAMED DESIRE	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 6:00AM - 11:59PM 6:00AM - 11:59PM DVPH	MEETING MEETING MEETING MEETING MEETING MEETING MEETING MEETING MEETING MEETING MOVE IN LUNCH DARK	JD RP

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RO A-F = River Overlook A-F

GGO A-H = Overlook Meeting Rooms A-H  
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