

# Grand Rapids - Kent County Convention/Arena Authority

*Wednesday, September 27, 2000 – 7:30a.m. – 9:30a.m.  
County Administration Building – Board Room  
300 Monroe Avenue, NW  
Grand Rapids, Michigan 49503*

## A G E N D A

- |       |  |             |
|-------|--|-------------|
| I.    | Call to Order  |             |
| II.   | Review and Approval of the Minutes of the August 23, 2000 Meeting of the CAA | Action      |
| III.  | Public Comment   |             |
| IV.   | Presentation on Ticketing – Bob Garsh, TicketMaster                          | Information |
| V.    | Appointment of New Committee Members   | Information |
| VI.   | Committee Reports  | Information |
|       | a. Building Committee  |             |
|       | b. Operations Committee  |             |
|       | c. Finance Committee   |             |
| VII.  | SMG Reports  | Information |
|       | a. Financial Statements  |             |
|       | b. Facilities Calendar   |             |
|       | c. Department Reports  |             |
| VIII. | Booking Policy   | Action      |
| IX.   | Committee Member List  | Information |
| X.    | Future Business  |             |
|       | a. Competitive Bidding – Operations  |             |
|       | b. Competitive Bidding - Construction  |             |
|       | c. Permanent Staffing  |             |
|       | d. Process for Selection of Management Firm, Effective 7/1/01                |             |

- e. Refinement of M/WBE Policy
- f. Permanent Assignment of Construction Management Contract
- g. Establish Change Order Approval Process

## **XI. Adjournment**

### **Distribution:**

#### **Convention/Arena Authority:**

Steve Heacock, Chair  
David Frey, Vice-Chair  
Birgit Klohs  
Mayor John Logie  
Joe Tomaselli  
Lew Chamberlin  
Clif Charles

#### **Staff:**

Kurt Kimball, City of Grand Rapids  
Eric DeLong, City of Grand Rapids  
Robert White, City of Grand Rapids  
Bill Cole, City of Grand Rapids  
Dianette Hight, City of Grand Rapids  
Daryl Delabbio, Kent County  
Al Vanderberg, Kent County  
Dave Waichum, Kent County

Jim Leach, Kent County  
Dick Wendt, Legal Counsel  
Jon Nunn, Grand Action  
Dale Sommers, Contracted Owner's Rep  
Jim Knack, DDA  
Rich MacKeigan, SMG  
Jim Day, Kent County

#### **Committee Members:**

John Canepa  
Milt Rohwer  
Robert Herr  
Tom Carnegie  
Robert Hooker  
Don Maine  
Marty Allen

#### **Other:**

Ingrid Scott-Weekley  
Tim Wondergem  
Media

**MINUTES OF THE  
GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS MEETING  
Wednesday, August 23, 2000**

**I. Call to Order**

The meeting was called to order by Chair Steve Heacock at 7:40 a.m., in the County Administration Building Board Room. Mr. Heacock presided and Ms. Eileen Pierce, in the absence of Birgit Klohs, Secretary, recorded.

**Attendance**

**Members Present:**

Steve Heacock, Chair  
David Frey, Vice-Chair  
Lew Chamberlin  
Clif Charles  
Joe Tomaselli  
Mayor John Logie

**Members Absent:** Birgit Klohs, Secretary

**Staff/Others: Authority**

Dale Sommers, CAA Representative  
Dick Wendt, Legal Counsel from Dickinson Wright

**Grand Rapids**

Kurt Kimball  
Bill Cole  
Eric DeLong  
Dianette Hight

**Kent County**

Daryl Delabbio  
Al Vanderberg  
James Leach  
Eileen Pierce  
Steve Duarte  
Phil VanDyke

**SMG**

Richard MacKeigan  
Thom Connors

**DDA**

Jim Knack

**Convention & Visitors Bureau**

Tom Schultz  
Steve Wilson  
Jim Labadie

**Showspan**

John Loeks  
Henry Boucher

## Agenda

The agenda was changed to reflect that several action items would be considered as part of the Finance and Operations Committee reports.

### II. Minutes of Prior Meeting

*Motion: Director Frey, supported by Director Tomaselli moved to approve the minutes of the July 26, 2000 meeting of the Authority. Motion carried unanimously.*

### III. Public Comment – None

### IV. Approval of the Recommendation of Rates for the Grand Center FY2002

*Motion: Director Frey, supported by Director Tomaselli moved to approve the recommendation as presented for rental rates for the Grand Center for FY2002. The rates did not increase from FY2001. Motion carried unanimously.*

### V. Approval of the Architect's Agreement with Progressive AE

*Motion: Director Chamberlain, supported by Director Frey moved to authorize the Chairperson of the Board to execute the architectural services agreement on behalf of the Authority in substantially the form presented with such modifications as shall not be materially adverse to the Authority approved by the Chairperson and subject to approval as to form by legal counsel. Motion carried unanimously.*

### VI. Approval of the Recommendation of a General Liability Insurance Policy

*Motion: Director Tomaselli, supported by Director Frey moved to approve the recommendation of a \$10,000,000 general liability insurance coverage for the annual premium of \$3,050 from Arthur J. Gallagher, insurance broker. Motion carried unanimously.*

### VII. Approval of Easement Acquisition Agreement for Calder Plaza Building

*Motion: Director Chamberlain, supported by Director Frey moved to authorize the Chairperson of the Board to execute on behalf of the Authority the easement acquisition agreement in the form presented, subject to approval as to form by legal counsel. Motion carried unanimously.*



## VIII. Committee Reports

### Building Committee –

Committee Chair David Frey and Dale Sommers gave the building committee report, which included the following:

- The Monroe project is on schedule and the installation of the 108" sanitary sewer continues.
- Work during the month encompassed soils, foundation review, and refinement of the Grand Center kitchen area and meeting rooms.
- Design development continues with Progressive AE and Ellerbe Beckett, and is about 50% complete.
- The transfer of property to the Authority was made contingent upon environmental review and filing of reports with DEQ to protect Authority legal rights. Materials testing consultants and Mr. Wendt's office have completed the review.

### Operations Committee

Committee Chair Lew Chamberlain gave the operations committee report, which included the following:

- The Operations Committee, with concurrence by Chair Heacock, added Assistant County Administrator Al Vanderberg to the Operations Committee.
- The committee determined that the Authority should proceed with the selection of a general manager so that the general manager could assist the Authority in reviewing all other contracts scheduled to terminate in July 2001.

*Motion: Director Chamberlain, supported by Director Frey moved to authorize the Operations Committee to begin the process of obtaining a management contract beyond July 2001, to discuss with SMG continuation of SMG's contract and, if the committee determines that it would be in the Authority's interest, to issue a Request for Information to other potential managers of Authority facilities. Motion carried unanimously.*

### Finance Committee

Committee Vice Chair Clif Charles and Bob White gave the finance committee report, which included the following:

- Presentation of invoices through July 28, 2000, totaling \$696,190.26
- Presentation of a short term investment schedule prepared by Old Kent Bank on August 15, 2000
- An independent auditor will not be selected by the committee until December for a recommendation to the board in January. The State has agreed that the audit for the month of June 2000 may be deferred and made part of an audit of the 13-month period ending June 30, 2001.

*Motion: Director Charles, supported by Mayor Logie moved to approve the payment of invoices through July 28, 2000, totaling \$696,190.26. Motion carried unanimously.*

*Motion: Director Charles, supported by Mayor Logie moved to approve the short term investment schedule prepared by Old Kent Bank on August 15, 2000. Motion carried unanimously.*

## IX. SMG Reports

### Monthly Financial Statements

Rich MacKeigan noted that the fiscal year ended June 30, 2000. He reported that the Deloitte and Touche audit of the financials should be completed mid-September and ready for presentation at the October board meeting.

Mr. MacKeigan said that although the Arena's income is below budget, its activity has been very strong during the last six months and looks favorable for the future. Mr. MacKeigan note that the Grand Center results are the best ever experienced under SMG management and total \$300,000 above budget.

Director Frey asked that SMG delineate direct expenses in future statements rather than netting them out of revenues.

### Calendar

Rich Mackeigan reviewed the calendar for the authority facilities, noted that the calendar was reasonably full through December and that the hockey schedule would be finalized next month.

X. Booking Policy

Chair Heacock presented the booking policy and explained the process used to prepare the policy. Task force members included:

Steve Heacock, Chair; CVB -- Tom Schultz (Board Chair), Steve Wilson (President), Jim Labadie; Showspan -- John Loeks (President), Henry Boucher, Mike Wilbraham; SMG -- Rich Mackeigan, Thom Connors, (Vice President of Convention Centers -- corporate offices)

After a detailed presentation of the proposed booking policy, Chair Heacock reported that the task force unanimously supported the policy and recommends that the board adopt the policy without change.

Following the presentation, comments were made by John Loeks, Showspan and Steve Wilson, CVB; each of whom indicated support for the policy and encouraged the board to adopt the policy as written. Thom Connors noted that the policy accomplishes the objectives set forth by the task force, is comprehensive, workable and a reasonable compromise of conflicting interests. The directors asked a number of questions regarding the process and proposed policy.

Chair Heacock reminded the board that the proposed Booking Policy would be presented for adoption at the next meeting of the board.


XI. Other Business -- None

XII. Future Business

Probable future business for Authority Board meetings was listed in the agenda but not discussed.

XIII. Adjournment

There being no other business, the meeting was adjourned at 9:30a.m.

  
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Eileen Pierce  
Secretary for the meeting

/elp



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## Van Andel Arena / Grand Center

# Memorandum

**To:** CAA – Finance Committee *FORWARD TO CAA*  
**From:** Chris Machuta – Director of Finance  
**C:** Richard MacKeigan – General Manager  
**Date:** Friday, September 15, 2000  
**Re:** Direct Expenses v Indirect Expenses

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At the most recent CAA meeting a question was raised regarding the presentation of the financial statements for the Arena and Grand Center. The question involved the difference between Direct and Indirect expenses.

By looking at page 3 of the each building's financial statement (Facility Statement of Income) you will see Services Income and Indirect Expenses by department. Services income contains all items other than rent that are billed to the client for use of the building less the Direct Expenses related to each event. The detail of how the Services Income (Loss) is calculated is included in the financial statement on page 4 (Statement of Services Income). Expenses in Service Income (Loss) is labor that is associated with the event, and miscellaneous purchases needed in putting on the event.

Indirect Expenses contain Full Time employee expenses (salary, benefits, taxes, etc.) and expenses that are not attributed to individual events (general building overhead). Expenses are tracked by department and each facility Director is accountable for their own department(s). Page 7 of the financial statement (Indirect Expense Summary) shows the detail of indirect expenses by line item.

I hope that this clears up any confusion regarding Direct v Indirect Expenses. If further clarification is needed on this or any other aspect of the financial statement, I would be more than happy to answer any questions each of you may have. I also throw out the idea of taking a few minutes, if time allows, at a future Finance Committee meeting to go through the financial statement and answer any questions at that time.





# **VAN ANDEL ARENA**

## **FINANCIAL STATEMENT FOR THE PERIOD ENDED JULY 31, 2000**

### **Distribution:**

**Steve Heacock  
Kurt Kimball  
Jim Knack  
Bob White  
Dave Waichum  
Glen Mon  
Bob Johnson  
Gary McAneney  
Chris Wright**

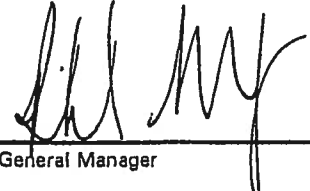
**VAN ANDEL ARENA  
FINANCIAL HIGHLIGHTS  
FYE 6/30/01**


	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	7	156	163	163	-
ATTENDANCE	38,408	851,342	889,750	889,750	-
DIRECT EVENT INCOME	103,713	1,199,510	1,303,223	1,303,223	-
ANCILLARY INCOME	86,955	1,342,353	1,429,308	1,429,308	-
TOTAL EVENT INCOME	190,668	2,541,863	2,732,531	2,732,531	-
TOTAL OTHER INCOME	124,131	1,481,428	1,605,559	1,605,559	-
TOTAL INCOME	314,798	4,023,290	4,338,090	4,338,090	-
INDIRECT EXPENSES					
EXECUTIVE	10,405	88,656	99,061	99,061	0
FINANCE	8,921	132,540	141,461	141,461	0
MARKETING	11,173	140,897	152,070	152,070	0
OPERATIONS	110,748	932,454	1,043,202	1,043,202	0
BOX OFFICE	5,992	119,622	125,614	125,614	0
LUXURY SEATING	5,920	98,787	104,707	104,707	0
SKYWALK ADMIN	4,864	28,031	32,895	32,895	0
OVERHEAD	111,150	1,271,708	1,382,858	1,382,858	0
TOTAL INDIRECT EXP.	269,174	2,812,696	3,081,868	3,081,868	-
NET INCOME	45,625	1,210,595	1,256,222	1,256,222	0
LESS ALLOCATION FOR CAPITAL REPLACEMENT	15,265	150,735	166,000	166,000	
NET INCOME AFTER CAPITAL REPLACEMENT	30,360	1,059,860	1,090,222	1,090,222	-

Benchmark revenues	3,988,675
Final Statement revenues	4,338,090
Projected excess	<u>349,415</u>
20% of first \$500,000 excess	69,883
25% of \$500,000 and above	-
Total Incentive Fee	69,883
2000 Base Fee	260,981
Total Fee for FY2000	<u>330,864</u>

**Comments:**

July marks the beginning of the fifth fiscal year of the Arena. While July performed slightly below budgeted numbers for the month, the Arena should have a very successful first quarter to the fiscal year.

  
General Manager

  
Director of Finance

VAN ANDEL ARENA  
GRAND RAPIDS  
FINANCIAL STATEMENT HIGHLIGHTS

	July Actual	July Budget	July Last Year	YTD 6/30/01 Actual	YTD 6/30/01 Budget
Number of Events	7	9	6	7	9
Attendance	38,408	63,000	35,832	38,408	63,000
Direct Event Income	\$103,713	\$112,526	\$10,719	\$103,713	\$112,526
Ancillary Income	86,955	93,074	35,309	86,955	93,074
Other Income	124,131	133,798	141,054	124,131	133,798
Indirect Expenses	(269,173)	(256,821)	(219,511)	(269,173)	(256,821)
Net Revenue above Expenses	\$45,626	\$82,577	(\$32,429)	\$45,626	\$82,577
Less Capital Replacement	(\$15,265)			\$99,061	
Net After Capital Replacement	\$30,361	\$82,577	(\$32,429)	\$144,687	\$82,577

COMMENTS:

\* EVENT INCOME \*\*\*

Direct event income came in slightly below expected levels. The Arena hosted one less concert than expected, however, the concert hosted (Red Hot Chilli Peppers) was a very successful show.

\*\*\* ANCILLARY INCOME \*\*\*

Ancillary income came in below budget due to hosting one less concert for the month than expected. Per caps for the shows continue to be strong.

\*\*\* INDIRECT EXPENSES \*\*\*

Indirect expenses came in higher than budgeted numbers due to the finishing of summer projects during the slow season. This should level off as we head into September.

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VAN ANDEL ARENA  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 07/31/00

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
-----						
DIRECT EVENT INCOME						
RENTAL INCOME	96,641	116,879	23,286	96,641	116,879	23,286
SERVICES INCOME	7,072	<4,353>	<12,567>	7,072	<4,353>	<12,567>
	-----	-----	-----	-----	-----	-----
TOTAL DIRECT EVENT INCOME	103,713	112,526	10,719	103,713	112,526	10,719
	-----	-----	-----	-----	-----	-----
ANCILLARY INCOME						
-----						
FOOD & BEVERAGE	74,049	75,972	22,887	74,049	75,972	22,887
NOVELTY	11,841	14,280	10,089	11,841	14,280	10,089
OTHER ANCILLARY	1,065	2,822	2,333	1,065	2,822	2,333
	-----	-----	-----	-----	-----	-----
TOTAL ANCILLARY INCOME	86,955	93,074	35,309	86,955	93,074	35,309
	-----	-----	-----	-----	-----	-----
TOTAL EVENT INCOME	190,668	205,600	46,027	190,668	205,600	46,027
	-----	-----	-----	-----	-----	-----
OTHER OPERATING INCOME	124,131	133,798	141,054	124,131	133,798	141,054
	-----	-----	-----	-----	-----	-----
ADJUSTED GROSS INCOME	314,799	339,398	187,081	314,799	339,398	187,081
	-----	-----	-----	-----	-----	-----
INDIRECT EXPENSES						
EXECUTIVE	10,405	8,255	6,381	10,405	8,255	6,381
FINANCE	8,921	11,788	8,502	8,921	11,788	8,502
MARKETING	11,173	12,672	9,520	11,173	12,672	9,520
LUXURY SEATING	5,920	8,725	6,998	5,920	8,725	6,998
OPERATIONS	110,748	86,934	56,288	110,748	86,934	56,288
BOX OFFICE	5,992	10,468	4,750	5,992	10,468	4,750
SKYWALK ADMINISTRATION	4,864	2,741	4,097	4,864	2,741	4,097
OVERHEAD	111,150	115,238	122,975	111,150	115,238	122,975
	-----	-----	-----	-----	-----	-----
INDIRECT EXPENSES	269,173	256,821	219,511	269,173	256,821	219,511
	-----	-----	-----	-----	-----	-----
NET OPERATING INCOME	45,626	82,577	<32,430>	45,626	82,577	<32,430>
	-----	-----	-----	-----	-----	-----
OTHER EXPENSES						
OTHER EXPENSE (INCOME)	15,265	0	0	15,265	0	0
	-----	-----	-----	-----	-----	-----
OTHER EXPENSES	15,265	0	0	15,265	0	0
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NET INCOME (LOSS)	30,361	82,577	<32,430>	30,361	82,577	<32,430>
=====	=====	=====	=====	=====	=====	=====

VAN ANDEL ARENA  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 07/31/00

	CURRENT			YEAR TO DATE		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	0	4,000	5,814	0	4,000	5,814
Labor Billed	3,510	2,920	2,425	3,510	2,920	2,425
Changeover Setup Billed	15,734	9,900	6,229	15,734	9,900	6,229
Stagehands Billed	35,801	55,851	32,413	35,801	55,851	32,413
Security Billed	15,359	16,035	7,723	15,359	16,035	7,723
Ushers & Tix Takers Billed	16,821	14,600	6,240	16,821	14,600	6,240
Box Office Billed	387	1,356	774	387	1,356	774
Ticketing Service Billed	9,040	10,200	5,644	9,040	10,200	5,644
City Police Fire Billed	1,603	1,400	1,428	1,603	1,400	1,428
EMT Medical Billed	3,035	2,150	2,768	3,035	2,150	2,768
Cleaning Billed	8,525	13,887	7,206	8,525	13,887	7,206
Group Sales Commissions Billed	0	0	162	0	0	162
Telephone Billed	1,342	1,860	899	1,342	1,860	899
Other Production Billed	15,190	8,100	7,095	15,190	8,100	7,095
<b>TOTAL SERVICE INCOME</b>	<b>126,347</b>	<b>142,259</b>	<b>86,818</b>	<b>126,347</b>	<b>142,259</b>	<b>86,818</b>
Advertising Expense	0	4,000	5,814	0	4,000	5,814
Labor Wages	2,984	2,482	2,061	2,984	2,482	2,061
Contracted Changeover Setup Expense	8,627	12,850	9,848	8,627	12,850	9,848
Stagehand Wages	32,422	54,509	31,524	32,422	54,509	31,524
Contracted Security Expense	18,750	17,850	10,409	18,750	17,850	10,409
Contracted Ushers & T/T Expense	16,442	0	12,428	16,442	0	12,428
Ticket Sellers Wages	329	658	658	329	658	658
Contracted Ticket Seller	0	18,300	0	0	18,300	0
Ticket Service Charge Expense	8,156	10,200	3,286	8,156	10,200	3,286
City Police Fire Expense	0	1,400	1,428	0	1,400	1,428
EMT Medical Expense	2,048	1,483	2,292	2,048	1,483	2,292
Contracted Cleaning Expense	13,216	14,620	13,123	13,216	14,620	13,123
Allocated Telephone Expense	435	560	11	435	560	11
Other Production Expense	15,865	7,700	6,504	15,865	7,700	6,504
<b>TOTAL SERVICE EXPENSE</b>	<b>119,275</b>	<b>146,612</b>	<b>99,386</b>	<b>119,275</b>	<b>146,612</b>	<b>99,386</b>
<b>NET SERVICE INCOME</b>	<b>7,072</b>	<b>&lt;4,353&gt;</b>	<b>&lt;12,567&gt;</b>	<b>7,072</b>	<b>&lt;4,353&gt;</b>	<b>&lt;12,567&gt;</b>

VAN ANDEL ARENA  
STATEMENT OF FINANCIAL POSITION  
July 31, 2000

ASSETS

CURRENT ASSETS:

CASH	2,084,782	
ACCOUNTS RECEIVABLE	1,866,791	
PREPAID EXPENSES	<u>51,116</u>	
TOTAL CURRENT ASSETS		4,002,689

INTANGIBLE ASSETS

CONTRACT RIGHTS	<u>27,334</u>	
TOTAL INTANGIBLE ASSETS		27,334

TOTAL ASSETS		<u><u>4,030,024</u></u>
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LIABILITY & EQUITY

CURRENT LIABILITIES:

ACCOUNTS PAYABLE	568,361	
ACCRUED EXPENSES	302,424	
DEFERRED INCOME	279,649	
ADVANCED TICKET SALES	<u>1,462,680</u>	
TOTAL CURRENT LIAB.		2,613,115

FUND EQUITY

FUNDS REMITTED		
FUNDING RECEIVED FROM DDA	46,677	
CURRENT YEAR EARNINGS	30,362	
RETAINED EARNINGS	<u>1,339,870</u>	
TOTAL FUND EQUITY		<u>1,416,909</u>

TOTAL LIAB & EQUITY		<u><u>4,030,024</u></u>
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VAN ANDEL ARENA  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 07/31/00

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	37,888	41,358	34,118	37,888	41,358	34,118
Part-Time	2,891	2,500	2,772	2,891	2,500	2,772
Wages-Trade	56,130	76,018	54,433	56,130	76,018	54,433
Auto Expense	831	831	630	831	831	630
Taxes & Benefits	20,264	24,920	19,354	20,264	24,920	19,354
Less: Allocation/Reimbursement	<38,908>	<64,112>	<37,318>	<38,908>	<64,112>	<37,318>
<b>TOTAL LABOR COSTS</b>	<b>79,096</b>	<b>81,515</b>	<b>73,990</b>	<b>79,096</b>	<b>81,515</b>	<b>73,990</b>
Contracted Security	14,990	15,833	11,089	14,990	15,833	11,089
Contracted Cleaning	2,017	2,000	1,959	2,017	2,000	1,959
Other Contracted Services	286	300	242	286	300	242
Travel & Entertainment	1,315	500	174	1,315	500	174
Corporate Travel	0	833	0	0	833	0
Meetings & Conventions	0	833	1,276	0	833	1,276
Dues & Subscriptions	325	283	538	325	283	538
Employee Training	0	833	0	0	833	0
Miscellaneous Expense	0	833	0	0	833	0
Computer Expense	5,133	2,083	358	5,133	2,083	358
Professional Fees	1,500	1,917	1,417	1,500	1,917	1,417
Marketing & Advertising	1,975	6,249	<441>	1,975	6,249	<441>
Box Office Expenses	121	0	0	121	0	0
Small Equipment	0	267	0	0	267	0
Vehicle Maintenance	0	50	0	0	50	0
Trash Removal	1,624	1,167	499	1,624	1,167	499
Equipment Rental	1,442	967	746	1,442	967	746
Landscaping	2,130	208	0	2,130	208	0
Snow Removal	0	63	0	0	63	0
Exterminating	675	300	0	675	300	0
Cleaning	1,060	625	0	1,060	625	0
Repairs & Maintenance	20,685	10,708	3,301	20,685	10,708	3,301
Supplies	27,885	15,682	487	27,885	15,682	487
Bank Service Charges	265	500	612	265	500	612
Insurance	20,004	21,120	21,039	20,004	21,120	21,039
Other Taxes	0	500	722	0	500	722
Printing & Stationary	769	1,667	0	769	1,667	0
Office Supplies	1,919	1,000	1,490	1,919	1,000	1,490
Postage	129	1,000	854	129	1,000	854
Parking Expense	1,460	1,333	1,766	1,460	1,333	1,766
Telephone Long Distance	5,343	4,333	3,200	5,343	4,333	3,200
Utilities	46,991	55,001	57,909	46,991	55,001	57,909
Base Fee	21,245	21,748	20,808	21,245	21,748	20,808
Incentive Fee	5,824	5,824	17,229	5,824	5,824	17,229
Amortization	1,963	1,963	1,963	1,963	1,963	1,963
Common Area Expense	1,439	<3,217>	<3,703>	1,439	<3,217>	<3,703>
Less: Allocated/Reimbursement	<435>	0	<11>	<435>	0	<11>
<b>TOTAL MATERIAL AND SERVICES</b>	<b>190,077</b>	<b>175,306</b>	<b>145,521</b>	<b>190,077</b>	<b>175,306</b>	<b>145,521</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>269,173</b>	<b>256,821</b>	<b>219,511</b>	<b>269,173</b>	<b>256,821</b>	<b>219,511</b>

# **GRAND CENTER**

## **FINANCIAL STATEMENT FOR THE PERIOD ENDED JULY 31, 2000**

### **Distribution:**

Steve Heacock  
Kurt Kimball  
Jim Knack  
Bob White  
Dave Waichum  
Glen Mon  
Bob Johnson  
Gary McAneney  
Chris Wright

**GRAND CENTER  
ROLLING FORECAST - YE 6/30/00  
SUMMARY**

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	25	379	404	404	-
ATTENDANCE	15,170	539,620	554,790	554,790	-
DIRECT EVENT REVENUE	82,406	1,384,230	1,466,636	1,466,636	-
ANCILLARY REVENUE	54,946	676,581	731,527	731,527	-
TOTAL EVENT REVENUE	137,351	2,060,811	2,198,163	2,198,163	-
TOTAL OTHER REVENUE	8,766	80,234	89,000	89,000	-
TOTAL OPERATING REVENUE	146,117	2,141,045	2,287,163	2,287,163	-
INDIRECT EXPENSES					
EXECUTIVE	2,117	50,628	52,745	52,745	-
FINANCE	9,481	109,048	118,529	118,529	-
MARKETING	7,091	125,562	132,653	132,653	-
OPERATIONS	62,032	748,790	810,822	810,822	-
BOX OFFICE	4,156	66,823	70,979	70,979	-
OVERHEAD	71,842	942,813	1,014,655	1,014,655	-
TOTAL OPERATING EXP.	156,719	2,043,664	2,200,383	2,200,383	-
NET OPERATING REVENUE OVER OPERATING EXPENSES	(10,599)	97,381	86,780	86,780	-

Comments:

July marks the beginning of the fiscal year for the Grand Center. The Grand Center continues to perform very strong and look forward to a successful fiscal year.

**\*\*ESTIMATED\*\***

**MANAGEMENT FEE CALCULATION**

BENCHMARK REVENUES (Est.)	\$ 2,056,403
PROJECTED REVENUES	\$ 2,287,163
PROJECTED INCREASE	<u>\$ 230,760</u>
20% OF FIRST \$500,000	\$ 46,152
25% OF \$500,000 AND ABOVE	\$ -
TOTAL INCENTIVE FEE	<u>\$ 46,152</u>
TOTAL BASE 99/00	<u>\$ 174,005</u>
TOTAL FEE FOR FYE 99/00	<u>\$ 220,157</u>

  
General Manager

  
Finance Director

**FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED JULY 31, 2000**

The following schedule summarizes operating results for the month ending and the YTD ending July 31, 2000, compared to budget and to the prior year:

<b>MONTH</b>	<b>July Actual</b>	<b>July Budget</b>	<b>July FY 2000</b>
Number of Events	25	21	30
Attendance	15,170	24,700	21,393
Direct Event Income	\$82,406	\$64,867	\$86,237
Ancillary Income	54,946	54,015	53,247
Other Income	8,766	7,417	5,504
Indirect Expenses	(156,720)	(183,368)	(170,287)
Net Income	<u>(\$10,602)</u>	<u>(\$57,069)</u>	<u>(\$25,299)</u>

<b>YTD</b>	<b>YTD 2001 Actual</b>	<b>YTD 2001 Budget</b>	<b>YTD 2000 Prior Year</b>
Number of Events	25	21	30
Attendance	15,170	24,700	21,393
Direct Event Income	\$82,406	\$64,867	\$86,237
Ancillary Income	54,946	54,015	53,247
Other Income	8,766	7,417	5,504
Indirect Expenses	(156,720)	(183,368)	(170,287)
Net Income	<u>(\$10,602)</u>	<u>(\$57,069)</u>	<u>(\$25,299)</u>

**EVENT INCOME**

Direct event income came in above expected levels for the month due to hosting mo for the month.

**ANCILLARY INCOME**

Ancillary income came in at expected levels for the month.

**INDIRECT EXPENSES**

Indirect expenses came in below expected levels.

GRAND CENTER  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 07/31/00

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
-----						
DIRECT EVENT INCOME						
RENTAL INCOME	72,682	58,750	92,568	72,682	58,750	92,568
SERVICES INCOME	9,724	6,117	<6,331>	9,724	6,117	<6,331>
TOTAL DIRECT EVENT INCOME	82,406	64,867	86,237	82,406	64,867	86,237
ANCILLARY INCOME						
-----						
FOOD & BEVERAGE	25,873	27,665	26,133	25,873	27,665	26,133
NOVELTY	311	1,290	249	311	1,290	249
OTHER ANCILLARY	28,761	25,060	26,864	28,761	25,060	26,864
TOTAL ANCILLARY INCOME	54,946	54,015	53,247	54,946	54,015	53,247
TOTAL EVENT INCOME	137,352	118,882	139,484	137,352	118,882	139,484
OTHER OPERATING INCOME	8,766	7,417	5,507	8,766	7,417	5,507
ADJUSTED GROSS INCOME	146,118	126,299	144,990	146,118	126,299	144,990
INDIRECT EXPENSES						
EXECUTIVE	2,117	4,395	5,165	2,117	4,395	5,165
FINANCE	9,481	11,053	14,500	9,481	11,053	14,500
MARKETING	7,091	9,879	7,873	7,091	9,879	7,873
OPERATIONS	62,032	67,571	49,342	62,032	67,571	49,342
BOX OFFICE	4,156	5,917	7,570	4,156	5,917	7,570
OVERHEAD	71,842	84,555	85,838	71,842	84,555	85,838
INDIRECT EXPENSES	156,720	183,370	170,287	156,720	183,370	170,287
NET OPERATING INCOME	<10,602>	<57,071>	<25,297>	<10,602>	<57,071>	<25,297>
OTHER EXPENSES						
NET INCOME (LOSS)	<10,602>	<57,071>	<25,297>	<10,602>	<57,071>	<25,297>
=====	=====	=====	=====	=====	=====	=====

GRAND CENTER  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 07/31/00

	CURRENT-----			YEAR TO DATE-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	0	2,000	3,691	0	2,000	3,691
Stagehands Billed	23,031	31,025	75,710	23,031	31,025	75,710
Security Billed	1,805	3,000	6,409	1,805	3,000	6,409
Ushers & Tix Takers Billed	3,473	6,462	8,177	3,473	6,462	8,177
Box Office Billed	200	300	900	200	300	900
Ticketing Service Billed	2,932	4,000	2,217	2,932	4,000	2,217
Utilities Billed	3,500	3,500	3,500	3,500	3,500	3,500
City Police Fire Billed	0	700	868	0	700	868
Traffic Control Billed	662	4,000	564	662	4,000	564
EMT Medical Billed	509	692	708	509	692	708
Cleaning Billed	315	1,000	0	315	1,000	0
Telephone Billed	0	1,595	0	0	1,595	0
Other Production Billed	4,373	4,600	3,710	4,373	4,600	3,710
<b>TOTAL SERVICE INCOME</b>	<b>40,799</b>	<b>62,874</b>	<b>106,453</b>	<b>40,799</b>	<b>62,874</b>	<b>106,453</b>
Advertising Expense	0	2,000	2,496	0	2,000	2,496
Stagehand Wages	22,808	30,094	72,096	22,808	30,094	72,096
Security Wages	1,805	3,000	6,409	1,805	3,000	6,409
Ushers & T/T Wages	2,431	4,520	6,133	2,431	4,520	6,133
Ticket Sellers Wages	0	294	1,252	0	294	1,252
Ticket Service Charge Expense	0	800	1,754	0	800	1,754
Utilities Expense Allocated	0	0	3,500	0	0	3,500
City Police Fire Expense	0	700	868	0	700	868
Traffic Control Expense	1,112	4,000	1,847	1,112	4,000	1,847
EMT Medical Expense	509	554	708	509	554	708
Cleaning Wages	0	10,225	12,776	0	10,225	12,776
Other Production Expense	2,410	570	2,946	2,410	570	2,946
<b>TOTAL SERVICE EXPENSE</b>	<b>31,075</b>	<b>56,757</b>	<b>112,784</b>	<b>31,075</b>	<b>56,757</b>	<b>112,784</b>
<b>NET SERVICE INCOME</b>	<b>9,724</b>	<b>6,117</b>	<b>&lt;6,331&gt;</b>	<b>9,724</b>	<b>6,117</b>	<b>&lt;6,331&gt;</b>



GRAND CENTER  
STATEMENT OF FINANCIAL POSITION  
JULY 31, 2000

ASSETS

CURRENT ASSETS:

CASH	1,502,419	
ACCOUNTS RECEIVABLE	892,586	
PREPAID EXPENSES	21,415	
TOTAL CURRENT ASSETS		2,416,420

INTANGIBLE ASSETS

CONTRACT RIGHTS		
TOTAL INTANGIBLE ASSETS		-

TOTAL ASSETS		<u>2,416,420</u>
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LIABILITY & EQUITY

CURRENT LIABILITIES:

ACCOUNTS PAYABLE	1,525,883	
ACCRUED EXPENSES	210,404	
ADVANCED DEPOSITS	204,155	
REFUND LIABILITY	5,990	
ADVANCED TICKET SALES	11,235	
TOTAL CURRENT LIAB.		1,957,667

FUND EQUITY

FUNDING TO CITY - CASH	-	
FUNDING FROM CITY - NON CASH	32,557	
CURRENT YEAR EARNINGS	(10,602)	
RETAINED EARNINGS	436,798	
TOTAL FUND EQUITY		<u>458,753</u>

TOTAL LIAB & EQUITY		<u>2,416,420</u>
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GRAND CENTER  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 07/31/00

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	27,516	37,015	41,463	27,516	37,015	41,463
Part-Time	5,491	12,500	8,082	5,491	12,500	8,082
Wages-Trade	47,498	96,048	100,737	47,498	96,048	100,737
Auto Expense	721	1,021	1,021	721	1,021	1,021
Taxes & Benefits	16,627	26,644	26,553	16,627	26,644	26,553
Less: Allocation/Reimbursement	<35,750>	<108,497>	<105,881>	<35,750>	<108,497>	<105,881>
<b>TOTAL LABOR COSTS</b>	<b>62,103</b>	<b>64,731</b>	<b>71,975</b>	<b>62,103</b>	<b>64,731</b>	<b>71,975</b>
Contracted Security	4,500	4,583	4,395	4,500	4,583	4,395
Other Contracted Services	152	167	143	152	167	143
Travel & Entertainment	<30>	205	0	<30>	205	0
Corporate Travel	596	250	0	596	250	0
Meetings & Conventions	260	508	0	260	508	0
Dues & Subscriptions	0	208	0	0	208	0
Employee Training	0	833	0	0	833	0
Computer Expense	0	5,000	4,957	0	5,000	4,957
Professional Fees	1,125	1,458	1,560	1,125	1,458	1,560
Marketing & Advertising	0	1,041	43	0	1,041	43
Box Office Expenses	17	0	1	17	0	1
Trash Removal	31	2,667	16	31	2,667	16
Equipment Rental	680	208	41	680	208	41
Landscaping	0	150	45	0	150	45
Snow Removal	0	250	0	0	250	0
Exterminating	1,135	200	188	1,135	200	188
Cleaning	0	625	200	0	625	200
Repairs & Maintenance	2,778	8,834	3,934	2,778	8,834	3,934
Supplies	12,126	12,334	1,934	12,126	12,334	1,934
Bad Debt Expense	0	42	0	0	42	0
Bank Service Charges	210	625	497	210	625	497
Insurance	14,438	14,583	14,792	14,438	14,583	14,792
Other Taxes	0	292	0	0	292	0
Printing & Stationary	0	292	128	0	292	128
Office Supplies	738	625	109	738	625	109
Postage	198	208	198	198	208	198
Parking Expense	2,330	1,167	1,017	2,330	1,167	1,017
Telephone Long Distance	2,767	2,917	295	2,767	2,917	295
Utilities	32,557	39,500	46,217	32,557	39,500	46,217
Base Fee	14,163	14,500	13,872	14,163	14,500	13,872
Incentive Fee	3,846	3,846	3,301	3,846	3,846	3,301
Municipal Indirect Charges	0	500	431	0	500	431
Less: Allocated/Reimbursement	0	21	0	0	21	0
<b>TOTAL MATERIAL AND SERVICES</b>	<b>94,617</b>	<b>118,639</b>	<b>98,312</b>	<b>94,617</b>	<b>118,639</b>	<b>98,312</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>156,720</b>	<b>183,370</b>	<b>170,287</b>	<b>156,720</b>	<b>183,370</b>	<b>170,287</b>

**VAN ANDEL ARENA**

**FINANCIAL STATEMENT**

**FOR THE PERIOD ENDED AUGUST 31, 2000**

Distribution:

Steve Heacock  
Kurt Kimball  
Jim Knack  
Bob White  
Dave Waichum  
Glen Mon  
Harry Caan  
Gary McAneney  
Chris Wright

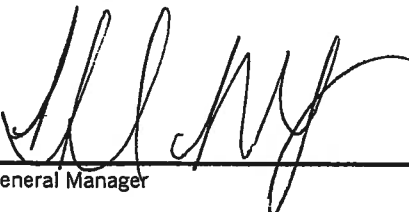
**VAN ANDEL ARENA  
FINANCIAL HIGHLIGHTS  
FYE 6/30/01**

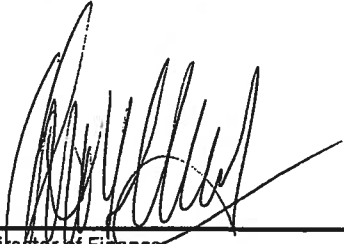
	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	13	150	163	163	-
ATTENDANCE	78,421	811,329	889,750	889,750	-
DIRECT EVENT INCOME	297,705	1,005,518	1,303,223	1,303,223	-
ANCILLARY INCOME	261,360	1,167,948	1,429,308	1,429,308	-
<b>TOTAL EVENT INCOME</b>	<b>559,065</b>	<b>2,173,466</b>	<b>2,732,531</b>	<b>2,732,531</b>	<b>-</b>
<b>TOTAL OTHER INCOME</b>	<b>255,172</b>	<b>1,350,387</b>	<b>1,605,559</b>	<b>1,605,559</b>	<b>-</b>
<b>TOTAL INCOME</b>	<b>814,236</b>	<b>3,523,852</b>	<b>4,338,090</b>	<b>4,338,090</b>	<b>-</b>
<b>INDIRECT EXPENSES</b>					
EXECUTIVE	17,379	81,682	99,061	99,061	0
FINANCE	18,593	122,868	141,461	141,461	0
MARKETING	23,667	128,403	152,070	152,070	0
OPERATIONS	181,937	861,265	1,043,202	1,043,202	0
BOX OFFICE	10,781	114,833	125,614	125,614	0
LUXURY SEATING	12,472	92,235	104,707	104,707	0
SKYWALK ADMIN	6,871	26,024	32,895	32,895	0
OVERHEAD	225,829	1,157,029	1,382,858	1,382,858	0
<b>TOTAL INDIRECT EXP.</b>	<b>497,529</b>	<b>2,584,340</b>	<b>3,081,868</b>	<b>3,081,868</b>	<b>-</b>
<b>NET INCOME</b>	<b>316,708</b>	<b>939,513</b>	<b>1,256,222</b>	<b>1,256,222</b>	<b>0</b>
<b>LESS ALLOCATION FOR CAPITAL REPLACEMENT</b>	<b>15,265</b>	<b>211,000</b>	<b>226,265</b>	<b>166,000</b>	
<b>NET INCOME AFTER CAPITAL REPLACEMENT</b>	<b>301,443</b>	<b>728,513</b>	<b>1,029,957</b>	<b>1,090,222</b>	<b>-</b>

Benchmark revenues	3,988,675
Final Statement revenues	4,338,090
Projected excess	<u>349,415</u>
20% of first \$500,000 excess	69,883
25% of \$500,000 and above	-
Total Incentive Fee	69,883
2001 Base Fee	260,981
Total Fee for FY2001	<u>330,864</u>

Comments:

August was a very strong month for the Arena. The Arena hosted six events during the month that all performed very well. The highlight of the month was the AC/DC show that kicked off their world tour and performed very well with a new Arena record of an 11 minute sell-out.

  
General Manager

  
Director of Finance

**VAN ANDEL ARENA  
GRAND RAPIDS  
FINANCIAL STATEMENT HIGHLIGHTS**

	August Actual	August Budget	August Last Year	YTD 6/30/01 Actual	YTD 6/30/01 Budget
Number of Events	6	5	6	13	14
Attendance	40,013	22,500	19,121	78,421	85,500
Direct Event Income	\$193,992	\$67,336	\$5,183	\$297,705	\$179,862
Ancillary Income	174,405	56,126	70,451	261,360	149,200
Other Income	131,041	133,798	126,017	255,172	267,596
Indirect Expenses	(228,356)	(256,821)	(269,561)	(497,529)	(513,642)
Net Revenue above Expenses	\$271,082	\$439	(\$67,910)	\$316,708	\$83,016
Less Capital Replacement				(\$15,265)	
Net After Capital Replacement	\$271,082	\$439	(\$67,910)	\$301,443	\$83,016

**COMMENTS:**

**\* EVENT INCOME \*\*\***

Direct Event income came in above budget for the month due to hosting one more event than expected the overall success of each of the events hosted during the month.

**\*\*\* ANCILLARY INCOME \*\*\***

Ancillary income came in above budget for the month due to very strong per cap numbers from AC/DC and Poison.

**\*\*\* INDIRECT EXPENSES \*\*\***

Indirect expenses came in below expected levels for the month.

\*\*\*\*\*

VAN ANDEL ARENA  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 08/31/00

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
EVENT INCOME						
DIRECT EVENT INCOME						
RENTAL INCOME	141,947	44,000	<3,279>	238,588	160,879	20,007
SERVICES INCOME	52,045	23,336	8,462	59,117	18,983	<4,105>
TOTAL DIRECT EVENT INCOME	193,992	67,336	5,183	297,705	179,862	15,901
ANCILLARY INCOME						
FOOD & BEVERAGE	121,996	41,986	49,305	196,045	117,958	72,192
NOVELTY	51,953	14,140	21,146	63,794	28,420	31,235
OTHER ANCILLARY	456	0	0	1,520	2,822	2,333
TOTAL ANCILLARY INCOME	174,405	56,126	70,451	261,360	149,200	105,759
TOTAL EVENT INCOME	368,397	123,462	75,633	559,065	329,062	121,661
OTHER OPERATING INCOME	131,041	133,798	126,017	255,172	267,596	267,071
ADJUSTED GROSS INCOME	499,438	257,260	201,651	814,237	596,658	388,732
INDIRECT EXPENSES						
EXECUTIVE	6,975	8,255	8,071	17,379	16,510	14,452
FINANCE	9,671	11,788	10,642	18,593	23,576	19,144
MARKETING	12,494	12,672	13,616	23,667	25,344	23,137
LUXURY SEATING	6,551	8,725	4,416	12,472	17,450	11,413
OPERATIONS	71,190	86,934	93,511	181,937	173,868	149,799
BOX OFFICE	4,789	10,468	5,986	10,781	20,936	10,736
SKYWALK ADMINISTRATION	2,007	2,741	3,561	6,871	5,482	7,658
OVERHEAD	114,679	115,238	129,759	225,829	230,476	252,734
INDIRECT EXPENSES	228,356	256,821	269,561	497,529	513,642	489,072
NET OPERATING INCOME	271,082	439	<67,910>	316,708	83,016	<100,341>
OTHER EXPENSES						
OTHER EXPENSE (INCOME)	0	0	0	15,265	0	0
OTHER EXPENSES	0	0	0	15,265	0	0
NET INCOME (LOSS)	271,082	439	<67,910>	301,443	83,016	<100,341>



VAN ANDEL ARENA  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 08/31/00

	-----CURRENT-----			-----YEAR TO DATE-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	10,827	2,000	2,530	10,827	6,000	8,343
Sponsorship Income	26,236	0	0	26,236	0	0
Labor Billed	2,430	26,620	5,270	5,940	29,540	7,695
Changeover Setup Billed	21,594	5,700	7,906	37,328	15,600	14,134
Stagehands Billed	58,583	32,000	30,220	94,384	87,851	62,633
Security Billed	21,696	7,850	13,696	37,054	23,885	21,419
Ushers & Tix Takers Billed	11,580	4,550	8,507	28,401	19,150	14,747
Box Office Billed	774	387	1,161	1,161	1,743	1,935
Ticketing Service Billed	13,849	6,525	8,003	22,889	16,725	13,647
City Police Fire Billed	952	280	1,260	2,555	1,680	2,688
EMT Medical Billed	2,500	950	1,250	5,535	3,100	4,018
Cleaning Billed	9,914	5,850	7,030	18,439	19,737	14,236
Group Sales Commissions Billed	0	0	0	0	0	162
Telephone Billed	1,725	750	1,565	3,067	2,610	2,464
Other Production Billed	49,279	7,800	19,977	64,469	15,900	27,072
<b>TOTAL SERVICE INCOME</b>	<b>231,938</b>	<b>101,262</b>	<b>108,375</b>	<b>358,285</b>	<b>243,521</b>	<b>195,193</b>
Advertising Expense	10,827	2,000	2,530	10,827	6,000	8,343
Sponsorship Expenses	13,118	0	0	13,118	0	0
Labor Wages	2,066	2,227	4,480	5,049	4,709	6,541
Contracted Changeover Setup Expense	12,107	7,985	7,219	20,734	20,835	17,067
Stagehand Wages	40,329	31,215	29,481	72,751	85,724	61,005
Contracted Security Expense	15,774	5,400	8,999	34,524	23,250	19,408
Contracted Ushers & T/T Expense	16,732	0	8,172	33,174	0	20,600
Ticket Sellers Wages	658	329	987	987	987	1,645
Contracted Ticket Seller	0	7,260	0	0	25,560	0
Ticket Service Charge Expense	13,575	5,500	8,342	21,731	15,700	11,627
City Police Fire Expense	952	280	1,260	952	1,680	2,688
EMT Medical Expense	2,023	760	806	4,071	2,243	3,098
Contracted Cleaning Expense	10,124	7,220	10,022	23,340	21,840	23,145
Allocated Telephone Expense	625	150	0	1,060	710	11
Other Production Expense	40,984	7,600	17,616	56,849	15,300	24,120
<b>TOTAL SERVICE EXPENSE</b>	<b>179,893</b>	<b>77,926</b>	<b>99,913</b>	<b>299,167</b>	<b>224,538</b>	<b>199,298</b>
<b>NET SERVICE INCOME</b>	<b>52,045</b>	<b>23,336</b>	<b>8,462</b>	<b>59,117</b>	<b>18,983</b>	<b>&lt;4,105&gt;</b>
	=====	=====	=====	=====	=====	=====

VAN ANDEL ARENA  
STATEMENT OF FINANCIAL POSITION  
August 31, 2000

ASSETS

CURRENT ASSETS:

CASH	2,692,739	
ACCOUNTS RECEIVABLE	1,365,773	
PREPAID EXPENSES	<u>27,909</u>	
TOTAL CURRENT ASSETS		4,086,421

INTANGIBLE ASSETS

CONTRACT RIGHTS	<u>25,370</u>	
TOTAL INTANGIBLE ASSETS		25,370

TOTAL ASSETS		<u><u>4,111,792</u></u>
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LIABILITY & EQUITY

CURRENT LIABILITIES:

ACCOUNTS PAYABLE	395,832	
ACCRUED EXPENSES	327,129	
DEFERRED INCOME	154,607	
ADVANCED TICKET SALES	<u>1,525,805</u>	
TOTAL CURRENT LIAB.		2,403,374

FUND EQUITY

FUNDS REMITTED		
FUNDING RECEIVED FROM DDA	94,292	
CURRENT YEAR EARNINGS	301,444	
RETAINED EARNINGS	<u>1,312,682</u>	
TOTAL FUND EQUITY		<u>1,708,418</u>

TOTAL LIAB & EQUITY		<u><u>4,111,792</u></u>
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VAN ANDEL ARENA  
YTD Event Summary Report  
07/01/2000 - 08/31/2000

Event Type	Nbr Events		Attendance		Direct Event Income		Ancillary Event Income		Total Income	
	Act	Bud	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Bull A Rama	0	0	0	0	496	0	0	0	496	0
FAMILY SHOWS	0	0	0	0	496	0	0	0	496	0
IHL Regular	0	0	0	0	-268	0	0	0	-268	0
IHL Playoffs	0	0	0	0	-717	0	0	0	-717	0
Arena Football Regular	1	3	7,132	27,000	-1,445	5,232	841	2,142	-604	7,374
Other Wrestling	0	0	0	0	221	0	0	0	221	0
Tennis	0	0	0	0	-1,535	0	0	0	-1,535	0
SPORTING EVENTS	1	3	7,132	27,000	-3,744	5,232	841	2,142	-2,903	7,374
Rock	4	3	40,713	25,500	174,159	84,792	191,745	77,253	365,904	162,045
Country & Western	0	0	0	0	-344	0	0	0	-344	0
CONCERTS	4	3	40,713	25,500	173,815	84,792	191,745	77,253	365,560	162,045
Local Business	2	1	4,200	4,000	23,918	11,765	20,109	6,990	44,027	18,755
TRADE SHOWS	2	1	4,200	4,000	23,918	11,765	20,109	6,990	44,027	18,755
Meetings Seminars Other	3	3	15,128	15,000	39,638	39,001	22,670	32,440	62,308	71,441
MEETINGS / SEMINARS	3	3	15,128	15,000	39,638	39,001	22,670	32,440	62,308	71,441
College	0	0	0	0	-114	0	0	0	-114	0
CIVIC / GRADUATIONS	0	0	0	0	-114	0	0	0	-114	0
Religious Other	1	2	8,550	10,000	39,951	30,920	15,377	17,875	55,328	48,795
RELIGIOUS	1	2	8,550	10,000	39,951	30,920	15,377	17,875	55,328	48,795
Ethnic Festivals	2	2	2,698	4,000	23,746	8,152	10,615	12,500	34,361	20,652
FAIRS	2	2	2,698	4,000	23,746	8,152	10,615	12,500	34,361	20,652
GRAND TOTALS	13	14	78,421	85,500	297,706	179,862	261,357	149,200	559,063	329,062

VAN ANDEL ARENA  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 08/31/00

	-----CURRENT-----			-----YTD-----		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	34,093	41,358	33,716	71,981	82,716	67,834
Part-Time	2,297	2,500	3,806	5,189	5,000	6,578
Wages-Trade	60,724	76,018	48,229	116,854	152,036	102,662
Auto Expense	831	831	831	1,662	1,662	1,461
Taxes & Benefits	20,950	24,920	19,392	41,214	49,840	38,747
Less: Allocation/Reimbursement	<46,227>	<64,112>	<38,518>	<85,135>	<128,224>	<75,835>
<b>TOTAL LABOR COSTS</b>	<b>72,668</b>	<b>81,515</b>	<b>67,456</b>	<b>151,764</b>	<b>163,030</b>	<b>141,446</b>
Contracted Security	15,380	15,833	21,887	30,369	31,666	32,976
Contracted Cleaning	2,017	2,000	4,035	4,035	4,000	5,993
Other Contracted Services	251	300	242	537	600	483
Travel & Entertainment	928	500	1,524	2,242	1,000	1,698
Corporate Travel	0	833	0	0	1,666	0
Meetings & Conventions	0	833	1,008	0	1,666	2,284
Dues & Subscriptions	0	283	0	325	566	538
Employee Training	0	833	648	0	1,666	648
Miscellaneous Expense	0	833	0	0	1,666	0
Computer Expense	2,693	2,083	1,546	7,826	4,166	1,905
Professional Fees	1,500	1,917	1,417	3,000	3,834	2,834
Marketing & Advertising	4,873	6,249	3,231	6,847	12,498	2,790
Box Office Expenses	<2>	0	38	118	0	38
Small Equipment	2,143	267	0	2,143	534	0
Vehicle Maintenance	0	50	0	0	100	0
Trash Removal	905	1,167	1,262	2,529	2,334	1,761
Equipment Rental	2,856	967	1,872	4,298	1,934	2,618
Landscaping	0	208	0	2,130	416	0
Snow Removal	0	63	0	0	126	0
Exterminating	0	300	495	675	600	495
Cleaning	0	625	0	1,060	1,250	0
Repairs & Maintenance	10,380	10,708	12,252	31,066	21,416	15,553
Supplies	4,863	15,682	23,857	32,747	31,364	24,344
Bank Service Charges	296	500	266	561	1,000	878
Insurance	19,313	21,120	25,960	39,316	42,240	46,999
Other Taxes	527	500	0	527	1,000	722
Printing & Stationary	414	1,667	1,418	1,182	3,334	1,418
Office Supplies	786	1,000	456	2,704	2,000	1,945
Postage	1,375	1,000	115	1,504	2,000	969
Parking Expense	2,920	1,333	1,816	4,380	2,666	3,582
Telephone Long Distance	6,512	4,333	4,565	11,855	8,666	7,765
Utilities	47,806	55,001	55,492	94,797	110,002	113,401
Base Fee	21,245	21,748	20,808	42,490	43,496	41,616
Incentive Fee	5,824	5,824	17,229	11,648	11,648	34,458
Amortization	1,963	1,963	1,963	3,927	3,926	3,927
Common Area Expense	<1,454>	<3,217>	<3,297>	<15>	<6,434>	<7,000>
Less: Allocated/Reimbursement	<625>	0	0	<1,060>	0	<11>
<b>TOTAL MATERIAL AND SERVICES</b>	<b>155,688</b>	<b>175,306</b>	<b>202,105</b>	<b>345,765</b>	<b>350,612</b>	<b>347,626</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>228,356</b>	<b>256,821</b>	<b>269,561</b>	<b>497,529</b>	<b>513,642</b>	<b>489,072</b>

# **GRAND CENTER**

## **FINANCIAL STATEMENT FOR THE PERIOD ENDED AUGUST 31, 2000**

### **Distribution:**

Steve Heacock  
Kurt Kimball  
Jim Knack  
Bob White  
Dave Waichum  
Glen Mon  
Harry Caan  
Gary McAneney  
Chris Wright

**GRAND CENTER  
ROLLING FORECAST - YE 6/30/01  
SUMMARY**

	YTD Actual	Roll	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	42	362	404	404	.
ATTENDANCE	25,599	529,191	554,790	554,790	.
DIRECT EVENT REVENUE	111,120	1,355,516	1,466,636	1,466,636	.
ANCILLARY REVENUE	97,263	634,264	731,527	731,527	.
TOTAL EVENT REVENUE	208,382	1,989,780	2,198,163	2,198,163	.
TOTAL OTHER REVENUE	22,285	66,715	89,000	89,000	.
TOTAL OPERATING REVENUE	230,667	2,056,495	2,287,163	2,287,163	.
INDIRECT EXPENSES					
EXECUTIVE	4,015	48,730	52,745	52,745	.
FINANCE	19,585	98,944	118,529	118,529	.
MARKETING	16,055	116,598	132,653	132,653	.
OPERATIONS	116,897	693,925	810,822	810,822	.
BOX OFFICE	8,466	62,513	70,979	70,979	.
OVERHEAD	141,674	872,981	1,014,655	1,014,655	.
TOTAL OPERATING EXP.	306,692	1,893,691	2,200,383	2,200,383	.
NET OPERATING REVENUE OVER OPERATING EXPENSES	(76,022)	162,804	86,780	86,780	-

**\*\*ESTIMATED\*\***

**MANAGEMENT FEE CALCULATION**

BENCHMARK REVENUES (Est.)	\$ 2,056,403
PROJECTED REVENUES	\$ 2,287,163
PROJECTED INCREASE	<u>\$ 230,760</u>
20% OF FIRST \$500,000	\$ 46,152
25% OF \$500,000 AND ABOVE	\$ .
TOTAL INCENTIVE FEE	<u>\$ 46,152</u>
TOTAL BASE 99/01	\$ 174,005
TOTAL FEE FOR FYE 99/01	<u><u>\$ 220,157</u></u>

**Comments:**

August performed above expected levels for the month.  
Spending on Food & Beverage for convention meal  
functions was very strong for the month.

  
General Manager

  
Finance Director



**GRAND CENTER  
FINANCIAL STATEMENT HIGHLIGHTS  
FOR MONTH ENDED AUGUST 31, 2000**

The following schedule summarizes operating results for the month ending and the YTD ending August 31, 2000, compared to budget and to the prior year:

<b>MONTH</b>	<b>August Actual</b>	<b>August Budget</b>	<b>August FY 2000</b>
Number of Events	17	22	20
Attendance	10,429	13,200	17,996
Direct Event Income	\$28,714	\$51,155	\$57,093
Ancillary Income	42,318	17,850	22,983
Other Income	13,519	7,417	7,882
Indirect Expenses	(149,973)	(183,370)	(121,857)
Net Income	<u>(\$65,422)</u>	<u>(\$106,948)</u>	<u>(\$33,899)</u>

<b>YTD</b>	<b>YTD 2001 Actual</b>	<b>YTD 2001 Budget</b>	<b>YTD 2000 Prior Year</b>
Number of Events	42	43	50
Attendance	25,599	37,900	39,389
Direct Event Income	\$111,120	\$116,022	\$143,330
Ancillary Income	97,263	71,865	76,230
Other Income	22,285	14,834	13,389
Indirect Expenses	(306,693)	(366,740)	(292,144)
Net Income	<u>(\$76,024)</u>	<u>(\$164,019)</u>	<u>(\$59,196)</u>

**EVENT INCOME**

Direct event income came in below expected levels due to hosting less events that anticipated.

**ANCILLARY INCOME**

Ancillary income performed very well in relationship to expected levels. Graybill, A Institute for Natural Resources all hosted large food functions at the Grand Center

**INDIRECT EXPENSES**

Indirect expenses came in below expected levels.

GRAND CENTER  
FACILITY STATEMENT OF INCOME  
PERIOD ENDING 08/31/00

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YR
EVENT INCOME						
-----						
DIRECT EVENT INCOME						
RENTAL INCOME	51,827	58,575	54,074	124,509	117,325	146,642
SERVICES INCOME	<23,113>	<7,420>	3,020	<13,389>	<1,303>	<3,311>
TOTAL DIRECT EVENT INCOME	28,714	51,155	57,093	111,120	116,022	143,330
ANCILLARY INCOME						
-----						
FOOD & BEVERAGE	31,302	7,300	10,579	57,175	34,965	36,713
NOVELTY	0	0	2,468	311	1,290	2,717
OTHER ANCILLARY	11,016	10,550	9,936	39,777	35,610	36,800
TOTAL ANCILLARY INCOME	42,318	17,850	22,983	97,263	71,865	76,230
TOTAL EVENT INCOME	71,032	69,005	80,077	208,384	187,887	219,560
OTHER OPERATING INCOME	13,519	7,417	7,882	22,285	14,834	13,389
ADJUSTED GROSS INCOME	84,551	76,422	87,958	230,669	202,721	232,949
INDIRECT EXPENSES						
EXECUTIVE	1,897	4,395	2,476	4,015	8,790	7,641
FINANCE	10,104	11,053	10,305	19,585	22,106	24,805
MARKETING	8,964	9,879	9,331	16,055	19,758	17,204
OPERATIONS	54,865	67,571	44,421	116,897	135,142	93,763
BOX OFFICE	4,310	5,917	6,914	8,466	11,834	14,484
OVERHEAD	69,832	84,555	48,410	141,674	169,110	134,248
INDIRECT EXPENSES	149,973	183,370	121,857	306,693	366,740	292,144
NET OPERATING INCOME	<65,422>	<106,948>	<33,899>	<76,024>	<164,019>	<59,196>
OTHER EXPENSES						
NET INCOME (LOSS)	<65,422>	<106,948>	<33,899>	<76,024>	<164,019>	<59,196>
	=====	=====	=====	=====	=====	=====

GRAND CENTER  
STATEMENT OF SERVICES INCOME  
PERIOD ENDING 08/31/00

	CURRENT			YEAR TO DATE		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Advertising Billed	0	0	10,803	0	2,000	14,493
Stagehands Billed	23,431	12,000	65,814	46,461	43,025	141,524
Security Billed	2,294	0	2,589	4,099	3,000	8,998
Ushers & Tix Takers Billed	2,488	300	8,788	5,962	6,762	16,965
Box Office Billed	100	100	1,100	300	400	2,000
Ticketing Service Billed	339	300	12,988	3,271	4,300	15,205
Utilities Billed	0	0	300	3,500	3,500	3,800
City Police Fire Billed	543	0	1,116	543	700	1,984
Traffic Control Billed	0	0	0	662	4,000	564
EMT Medical Billed	657	300	953	1,166	992	1,660
Cleaning Billed	0	0	0	315	1,000	0
Insurance Billed	0	0	558	0	0	558
Telephone Billed	0	0	195	0	1,595	195
Other Production Billed	3,128	0	702	7,501	4,600	4,413
<b>TOTAL SERVICE INCOME</b>	<b>32,979</b>	<b>13,000</b>	<b>105,906</b>	<b>73,778</b>	<b>75,874</b>	<b>212,359</b>
Advertising Expense	0	0	11,998	0	2,000	14,493
Stagehand Wages	23,068	11,640	64,428	45,876	41,734	136,524
Security Wages	2,294	0	2,589	4,099	3,000	8,998
Ushers & T/T Wages	1,742	230	6,591	4,173	4,750	12,723
Ticket Sellers Wages	304	250	1,895	304	544	3,147
Market Service Charge Expense	0	0	4,688	0	800	6,442
Utilities Expense Allocated	0	0	0	0	0	3,500
City Police Fire Expense	543	0	1,116	543	700	1,984
Traffic Control Expense	1,290	0	0	2,402	4,000	1,847
EMT Medical Expense	873	300	213	1,382	854	920
Cleaning Wages	22,657	8,000	7,680	22,657	18,225	20,456
Insurance Expense	0	0	416	0	0	416
Other Production Expense	3,321	0	1,272	5,731	570	4,218
<b>TOTAL SERVICE EXPENSE</b>	<b>56,093</b>	<b>20,420</b>	<b>102,886</b>	<b>87,167</b>	<b>77,177</b>	<b>215,670</b>
<b>NET SERVICE INCOME</b>	<b>&lt;23,113&gt;</b>	<b>&lt;7,420&gt;</b>	<b>3,020</b>	<b>&lt;13,389&gt;</b>	<b>&lt;1,303&gt;</b>	<b>&lt;3,311&gt;</b>

GRAND CENTER  
STATEMENT OF FINANCIAL POSITION  
JULY 31, 2000

ASSETS

CURRENT ASSETS:

CASH	1,502,419	
ACCOUNTS RECEIVABLE	892,586	
PREPAID EXPENSES	21,415	
TOTAL CURRENT ASSETS		2,416,420

INTANGIBLE ASSETS

CONTRACT RIGHTS		
TOTAL INTANGIBLE ASSETS		-

TOTAL ASSETS		<u>2,416,420</u>
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LIABILITY & EQUITY

CURRENT LIABILITIES:

ACCOUNTS PAYABLE	1,525,883	
ACCRUED EXPENSES	210,404	
ADVANCED DEPOSITS	204,155	
REFUND LIABILITY	5,990	
ADVANCED TICKET SALES	11,235	
TOTAL CURRENT LIAB.		1,957,667

FUND EQUITY

FUNDING TO CITY - CASH	-	
FUNDING FROM CITY - NON CASH	32,557	
CURRENT YEAR EARNINGS	(10,602)	
RETAINED EARNINGS	436,798	
TOTAL FUND EQUITY		<u>458,753</u>

TOTAL LIAB & EQUITY		<u>2,416,420</u>
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GRAND CENTER  
YTD Event Summary Report  
07/01/2000 - 08/31/2000

Event Type	Nbr Events		Attendance		Direct Event Income		Ancillary Event Income		Total Income	
	Act	Bud	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Education	0	1	0	200	0	125	0	0	0	125
Religious	7	6	3,300	5,400	28,843	33,315	27,326	24,300	56,169	57,615
Local Business	2	2	4,700	6,800	34,024	36,852	25,482	23,800	59,506	60,652
Miscellaneous	2	2	679	2,000	4,583	4,210	310	2,200	4,893	6,410
TRADE SHOWS	11	11	8,679	14,400	67,450	74,502	53,118	50,300	120,568	124,802
Craft Show	2	2	1,200	600	2,230	2,220	907	350	3,137	2,570
PUBLIC/GATED	2	2	1,200	600	2,230	2,220	907	350	3,137	2,570
Performing Arts Other 2	2	2	4,800	4,000	9,535	7,155	4,304	2,265	13,839	9,420
Performing Arts Other	0	1	0	4,000	0	3,900	0	2,100	0	6,000
PERFORMING ARTS	2	3	4,800	8,000	9,535	11,055	4,304	4,365	13,839	15,420
Meetings	3	5	1,200	2,500	3,036	5,125	13,546	2,500	16,582	7,625
Seminars	8	15	950	5,600	4,503	7,330	7,590	5,650	12,093	12,980
Meetings Seminars Other	16	7	8,770	6,800	24,362	15,790	17,795	8,700	42,157	24,450
MEETINGS / SEMINARS	27	27	10,920	14,900	31,901	28,245	38,931	16,850	70,832	45,095
GRAND TOTALS	42	43	25,599	37,900	111,116	116,022	97,260	71,865	208,376	187,887

GRAND CENTER  
INDIRECT EXPENSE SUMMARY  
PERIOD ENDING 08/31/00

	CURRENT			YTD		
	ACTUAL	BUDGET	LAST YEAR	ACTUAL	BUDGET	LAST YEAR
Salaries Administration	27,824	37,015	35,427	55,340	74,030	76,891
Part-Time	6,259	12,500	10,106	11,750	25,000	18,188
Wages-Trade	52,377	96,048	76,326	99,875	192,096	177,063
Auto Expense	1,021	1,021	1,021	1,742	2,042	2,042
Taxes & Benefits	17,305	26,644	25,626	33,932	53,288	52,178
Less: Allocation/Reimbursement	<58,442>	<108,497>	<98,383>	<94,192>	<216,994>	<204,263>
<b>TOTAL LABOR COSTS</b>	<b>46,344</b>	<b>64,731</b>	<b>50,123</b>	<b>108,447</b>	<b>129,462</b>	<b>122,098</b>
Contracted Security	9,000	4,583	4,554	13,500	9,166	8,949
Other Contracted Services	149	167	143	301	334	286
Travel & Entertainment	52	205	214	22	410	214
Corporate Travel	0	250	0	596	500	0
Meetings & Conventions	559	508	1,272	819	1,016	1,272
Dues & Subscriptions	320	208	488	320	416	488
Employee Training	25	833	995	25	1,666	995
Miscellaneous Expense	57	0	246	57	0	246
Computer Expense	1,478	5,000	2,919	1,478	10,000	7,876
Professional Fees	1,125	1,458	1,524	2,250	2,916	3,084
Marketing & Advertising	1,396	1,041	1,122	1,396	2,082	1,165
Box Office Expenses	0	0	2	17	0	2
Small Equipment	813	0	<4,974>	813	0	<4,974>
Trash Removal	2,332	2,667	68	2,364	5,334	83
Equipment Rental	154	208	370	834	416	410
Landscaping	47	150	<801>	47	300	<756>
Snow Removal	0	250	0	0	500	0
Exterminating	375	200	650	1,510	400	838
Cleaning	4,525	625	160	4,525	1,250	360
Repairs & Maintenance	2,165	8,834	7,950	4,943	17,668	11,884
Supplies	11,517	12,334	4,739	23,643	24,668	6,673
Bad Debt Expense	0	42	0	0	84	0
Bank Service Charges	2,743	625	1,051	2,953	1,250	1,548
Insurance	11,573	14,583	12,708	26,011	29,166	27,501
Other Taxes	1,713	292	0	1,713	584	0
Printing & Stationary	0	292	<488>	0	584	<360>
Office Supplies	752	625	<721>	1,490	1,250	<612>
Postage	14	208	11	212	416	209
Parking Expense	69	1,167	2,197	2,399	2,334	3,214
Telephone Long Distance	367	2,917	6,518	3,134	5,834	6,813
Utilities	31,309	39,500	11,250	63,866	79,000	57,468
Base Fee	15,155	14,500	13,872	29,318	29,000	27,744
Incentive Fee	3,846	3,846	3,301	7,692	7,692	6,603
Municipal Indirect Charges	0	500	542	0	1,000	973
Less: Allocated/Reimbursement	0	21	<146>	0	42	<146>
<b>TOTAL MATERIAL AND SERVICES</b>	<b>103,629</b>	<b>118,639</b>	<b>71,734</b>	<b>198,246</b>	<b>237,278</b>	<b>170,047</b>
<b>TOTAL INDIRECT EXPENSES</b>	<b>149,973</b>	<b>183,370</b>	<b>121,857</b>	<b>306,693</b>	<b>366,740</b>	<b>292,144</b>

## VAN ANDEL ARENA WEEKLY

DATE	EVENT	EC	ROOM	TIME	FUNCTION
Wed, Sep 20	RBBBC	AH	Arena	8A-5P	Load in continued
Thurs, Sep 21	RBBBC	AH	Arena	4:00 PM 6:30 PM 7:30 PM 9:35 PM	Pyro test Doors Show #1 Show Over
Fri, Sep 22	RBBBC	AH	Arena	6:30 PM 7:30 PM 9:35 PM	Doors Show #2 Show over
Sat, Sep 23	RBBBC	MS	Arena	10:30 AM 11:30 AM 1:35 PM 2:30 PM 3:30 PM 5:35 PM 6:30 PM 7:30 PM 9:35 PM	Doors Show #2 Show over Doors Show #4 Show over Doors Show #5 Show over
Sun, Sep 24	RBBBC	AH	Arena	12:00 PM 1:00 PM 3:05 PM 4:00 PM 5:00 PM 7:05 PM	Doors Show #6 Show over Doors Show #7 Show over/Load out begins
Mon, Sep 25	Ice Maintenance				
Tue, Sep 26	Barenaked Ladies	MS	Arena	7:30 PM	Performance
Wed, Sep 27	Ice Maintenance				
Thurs, Sep 28	Ice Maintenance				
Fri, Sep 29	Griffins	MS	Arena	10A-12P 6:30 PM 7:30P-10P	Teams practice Doors Pre-season hockey game
Sat, Sep 30	Griffins	AH	Arena	10A-12P 6:30 PM 7:30P-10P	Teams practice Doors Pre-season hockey game
Sun, Oct 1	Matchbox 20	MS	Arena	7:30 PM	Performance
Mon, Oct 2	Available				
Tue, Oct 3	Available				
Wed, Oct 4	Available				
Thurs, Oct 5	Available				
Fri, Oct 6	Griffins	MS	Arena	8:00 PM	Hockey season opener
Sat, Oct 7	Gaither	AH	Arena	6:00 PM	Performance
Sun, Oct 8	Available				
Mon, Oct 9	Available				
Tue, Oct 10	Available				
Wed, Oct 11	Available				
Thurs, Oct 12	Reba McEntire	MS	Arena	8:00 PM	Performance
Fri, Oct 13	Available				
Sat, Oct 14	Available				
Sun, Oct 15	WWF	MS	Arena	7:00 PM	Performance

**GRAND CENTER WEEKLY - YEAR 2000**

DATE	EVENT	EC	ROOM	TIME	FUNCTION
TUES. SEPT 19	MICHIGAN ASSOCIATION OF REALTORS	LI	GH/	10A NOON-2:30P 2:30P-5P	STAFF IN EXHIBITS OPEN MOVE OUT
	PEOPLE TO PEOPLE	BW	MR/	5P-7:30P 7:30P-9:30P	MOVE IN SEMINAR
WED. SEPT 20	STEELCASE, INC.	LI	GH/ WA/ GH/	8A-6P 4:30P 6P-7P 6:40P 7P-8:30P 9P	IA SET UP SOUND CHECK RECEPTION DOORS BANQUET MOVE OUT
	PEOPLE TO PEOPLE	BW	MR/	6P-7:30P 7:30P-9:30P	SPEAKERS IN SEMINAR
	INSTITUTE FOR NATURAL RESOURCES	LI	KR/	6A 7A-4:30P	STAFF IN TO SET UP MEETING
THURS. SEPT 21	PEOPLE TO PEOPLE	BW	MR/	6P-7:30P 7:30P-9:30P	SPEAKERS IN SEMINAR
	NATIONAL SALES	LI	EH/	8A-MID	MOVE IN
	GRAND RAPIDS CRIME PREVENTION BANQUET	LI	KR/	5P 6:30P-9P	STAFF IN AWARDS BANQUET
FRI. SEPT 22	NATIONAL SALES	LI	EH/	8A-NOON NOON-9P	SET UP CONTINUES SHOW HOURS
	AIN'T NOTHIN BUT THE BLUES	ST	DV/	NOON-4P	HOUSE STRIP
	GRSO SPECIAL EVENT - OPERA'S GREATEST HITS	ST	DV/	8A-NOON 1P 3:30P-6:30P 8P-10:30P 10:30P-1A	MOVE IN PIANO TUNING REHEARSAL PERFORMANCE MOVE OUT
	S. ABRAHAM & SONS, INC. MINI TRADE SHOW	BW	2/3 GH/	5P-8P	DECORATOR IN ROOM
	POLICE MEETING	TM	BR/	8A-NOON	TEST
SAT. SEPT 23	S. ABRAHAM & SONS, INC. MINI TRADE SHOW	BW	2/3 GH/	6A-9A 7:30A-9A 9A-NOON NOON-1:30P 1:30P-4P	VENDOR MOVE IN BREAKFAST / MEETING EXHIBITS OPEN LUNCH / MEETING MOVE OUT
	NATIONAL SALES	LI	EH/	10A-8P	SHOW HOURS
SUN. SEPT 24	NATIONAL SALES	LI	EH/	11A-6P 6P-MID	SHOW HOURS MOVE OUT
MON. SEPT 25	AIN'T NOTHIN BUT THE BLUES	ST	DV/	8A-5P	POSSIBLE MOVE IN
TUES. SEPT 26	AIN'T NOTHIN BUT THE BLUES	ST	DV/	8A-5P 7:30P-10P	MOVE IN PERFORMANCE
	CITY TEST	TM	BR/	8A-NOON	TEST
WED. SEPT 27	AIN'T NOTHIN BUT THE BLUES	ST	DV/	7:30P-10P	PERFORMANCE
THURS. SEPT 28	AIN'T NOTHIN BUT THE BLUES	ST	DV/	2P-4:30P 7:30P-10P	PERFORMANCE PERFORMANCE
	CITY TEST - FIRE DEPT.	TM	WH/	8A-NOON	TEST
FRI. SEPT 29	AIN'T NOTHIN BUT THE BLUES	ST	DV/	8P-10:30P	PERFORMANCE
SAT. SEPT 30	AIN'T NOTHIN BUT THE BLUES	ST	DV/	2P-4:30P 8P-10:30P	PERFORMANCE PERFORMANCE
	WEST MICHIGAN LOW RIDER CAR & BIKE SHOW	BW	EH/	6A-11A 11A-8P 8P-MID	MOVE IN SHOW MOVE OUT
SUN. OCT 1	AIN'T NOTHIN BUT THE BLUES - BTG	ST	DV/	3P-5:30P 5:30P-9:30P	PERFORMANCE MOVE OUT
MON. OCT 2					
TUES. OCT 3					
WED. OCT 4	CELEBRATION OF WELLNESS	BW	WA,EH/ GH/	7A-8A 3P-8P	DECORATOR MOVE IN
THURS. OCT 5	CELEBRATION OF WELLNESS	BW	WA,GH,EH/		MOVE IN
	KOREAN AMWAY - KOREAN CROWN RECOGNITION (WWDBK RALLY)	ST	DV/	1P-6P 6:30P 7P-9P 9P-MID	MOVE IN DOORS MEETING MOVE OUT
FRI. OCT 6	CELEBRATION OF WELLNESS	BW	WA,GH,EH/	10A-6P	SHOW
	GRSO SPECIAL I - THE BEACH BOYS	ST	DV/	8A-5P 8P-10:30P 10:30P-MID	MOVE IN PERFORMANCE MOVE OUT



DATE	EVENT	EC	ROOM	TIME	FUNCTION
SAT. OCT 7	CELEBRATION OF WELLNESS	BW	WA,GH,EH/	10A-6P	SHOW
	LADIES OF GOSPEL	ST	DV/		MOVE IN DOORS BENEFIT MOVE OUT
SUN. OCT 8	CELEBRATION OF WELLNESS	BW	WA,GH,EH/	11A-5P	
	AT & T SELLING FOUNDATIONS		BL/		MEETING
MON. OCT 9	AT & T SELLING FOUNDATIONS		BL/		MEETING
TUES. OCT 10	GRSO CLASSICAL II – THE MAHLER JOURNEY	ST	DV/	8A-1P 7:30P-10P	MOVE IN REHEARSAL
	MIND MATTERS SEMINAR	BW	KR/	7:30A-8A 8A-9A 9A-4P 4P-5P	STAFF IN REGISTRATION SEMINAR MOVE OUT
	AT & T SELLING FOUNDATIONS		BL/		MEETING
	OLD KENT BUSINESS OUTLOOK LUNCHEON	BW/	2/3 GH/		MOVE IN LUNCH MOVE OUT
WED. OCT 11	GRSO CLASSICAL II – THE MAHLER JOURNEY	ST	DV/	3:30P-6P 7:30P-10P	REHEARSAL REHEARSAL
	AT & T SELLING FOUNDATIONS		BL/		MEETING
THURS. OCT 12	GRSO CLASSICAL II – THE MAHLER JOURNEY	ST	DV/	3P-7P 7:30P-10P	MIC. HANG REHEARSAL
	AT & T SELLING FOUNDATIONS		BL/		MEETING MOVE OUT
FRI. OCT 13	CITY MEETING	TM	BR/	8A-NOON	MEETING
	GRSO CLASSICAL II – THE MAHLER JOURNEY	ST	ORCHESTRA LEVEL/ DV/	7P-7:400P 8P-9:30P	UPBEAT PERFORMANCE
	SYSCO MEETING	LI	MR/	8A-12:30P 11A-11:30A 11:30A-5P 2P-5P	VENDORS MOVE IN REGISTRATION OPEN MEETING/SUPPLIERS FAIR MOVE OUT
SAT. OCT 14	GRSO CLASSICAL II – THE MAHLER JOURNEY	ST	DV/ ORCHESTRA LEVEL/ DV/	1P-4P 7P-7:40P 8P-10:30P	FAMILY REHEARSAL UPBEAT PERFORMANCE
	ROYLE'S OF COMEDY	ST	WA/	1P-5P 7P 8P-10:30P 10:30P-MID	MOVE IN DOORS PERFORMANCE MOVE OUT
SUN. OCT 15	GRSO FAMILY I – TIME BANDITS	ST	DV/	9A-1P 1:15P-2:30P 3P-4:30P	CHANGE OVER TECH REHEARSAL PERFORMANCE
MON. OCT 16	AN EVENING OF PREMIERS – BALLET	ST	DV/	8A-6P 7P-11P	MOVE IN REHEARSAL
TUES. OCT 17	AN EVENING OF PREMIERS – BALLET	ST	DV/	8A-6P 7P-11P	MOVE IN REHEARSAL
WED. OCT 18	AN EVENING OF PREMIERS – BALLET	ST	DV/	8A-6P 7P-11P	WORK CALL REHEARSAL
	LASTONE THERAPY		BL/		MOVE IN
THURS. OCT 19	ASSOC. OF MICHIGAN BASKETMAKERS	BW	WA/	6A-6P 6P-10:30P	VENDOR MOVE IN EXHIBITS OPEN
	INSTITUTE FOR NATURAL RESOURCES	LI	KR/		MOVE IN SEMINAR MOVE OUT
	AN EVENING OF PREMIERS – BALLET	ST	DV/	8A-6P 8P-11P	WORK CALL REHEARSAL
	LASTONE THERAPY		BL/		SEMINAR
FRI. OCT 20	ASSOC. OF MICHIGAN BASKETMAKERS	BW	GH/  WA/	6:30A-8A 8A-5:30P 8:30P-9:30P 9:30P-11P 11P-MID 9A-6:30P 8P-9:30P	MOVE IN – CLASSES CLASSES SET UP MARKET MARKETPLACE MARKETPLACE OUT EXHIBITS EXHIBITS
	LASTONE THERAPY		BL/		SEMINAR
	AN EVENING OF PREMIERS – BALLET	ST	DV/	7:30P-10:30P	PERFORMANCE
	GRAND TRADITION AUCTION GROUP		KR/		MOVE IN AUCTION
SAT. OCT 21	LASTONE THERAPY		BL/		SEMINAR

DATE	EVENT	EC	ROOM	TIME	FUNCTION
	ASSOC. OF MICHIGAN BASKETMAKERS	BW	GH/ WA/	8A-5P 9A-6P 8:30P-10P	CLASSES EXHIBITS EXHIBITS
	AN EVENING OF PREMIERS – BALLET	ST	DV/	7:30P-10:30P	PERFORMANCE
	GRAND TRADITION AUCTION GROUP		KR/		AUCTION
SUN. OCT 22	LASTONE THERAPY		BL/		SEMINAR
	ASSOC. OF MICHIGAN BASKETMAKERS	BW	GH/ WA/	8A-NOON 7:30A-11A 11A-5P	CLASSES EXHIBITS MOVE OUT
	AN EVENING OF PREMIERS – BALLET	ST	DV/	2P-4:30P 4:30P-8:30P	PERFORMANCE MOVE OUT
	FOCUS ON LIFE DINNER	BW	GH/	9P-1A	MOVE IN
	GRAND TRADITION AUCTION GROUP		KR/		AUCTION
MON. OCT 23	FOCUS ON LIFE DINNER	BW	GH/	NOON-4P 4P-6P 6P 7P-9:30P 9:30P-MID	MOVE IN REHEARSAL DOORS DINNER MOVE OUT
	MADAM BUTTERFLY – OPERA	ST	DV/	8A-6P	MOVE IN
	GRAND TRADITION AUCTION GROUP		KR/		MOVE OUT
TUES. OCT 24	GRSO CLASSICAL III – A MOZART VIOLIN CONCERTO	ST	DV/	8A-1P 7:30P-10P	MOVE IN REHEARAL
WED. OCT 25	MI ASSOCIATION OF NON PUBLIC SCHOOLS	LI	EH,WH/	8A-4:30P	MOVE IN
	GRSO CLASSICAL III – A MOZART VIOLIN CONCERTO	ST	DV/	3:30P-6P 7:30P-10P	REHEARSAL REHEARSAL
THURS. OCT. 26	MI ASSOCIATION OF NON PUBLIC SCHOOLS	LI	WA/ GH/ EH,WH/ KR,BL,MR/	8:30A-4P 7:30A-5P 8:30A-5P	MOVE IN SEMINAR EXHIBITS SEMINARS
	GRSO CLASSICAL III – A MOZART VIOLIN CONCERTO	ST	DV/	3P-7P 7:30P-10P	MIC HANG REHEARSAL
FRI. OCT 27	MI ASSOCIATION ON NON PUBLIC SCHOOLS	LI	WA/ GH/ EH,WH/ KR,BL,MR/	9A-3P 10:45A-2:45P 7:30A-3P 3P-6P 10:45A-2:45P	GENERAL SESSION – OUT SEMINAR EXHIBITS MOVE OUT SEMINARS
	GRSO CLASSICAL III – A MOZART VIOLIN CONCERTO	ST	DV/	8P-10:30P	PERFORMANCE
SAT. OCT 28	GRSO CLASSICAL III – A MOZART VIOLIN CONCERTO	ST	DV/	8P-10:30P	PERFORMANCE
SUN. OCT 29	MADAM BUTTERFLY – OPERA	ST	DV/	8A-6P	MOVE IN
MON. OCT 30	MADAM BUTTERFLY – OPERA	ST	DV/	8A-6P 7P-11P	WORK CALL REHEARSAL
	HUMAN RESOURCE AND THE LAW	BW	BL/	6:30A-8A 8A-8:30A 8:30A-11:45A 11:45A-1P 1P-4P	MOVE IN REGISTRATION SEMINAR LUNCH BREAK SEMINAR
TUES. OCT 31	CPA EXAMS	TM	EH/		MOVE IN
	MADAM BUTTERFLY – OPERA	ST	DV/	8A-NOON 1P-4:30P 5P-1PP	WORK CALL OPEN REHEARSAL WORK CALL
	HUMAN RESOURCES AND THE LAW	BW	BL/	7A-8A 8A-8:30A 8:30A-11:45A 11:45A-1P 1P-4P 4P-5P	STAFF IN REGISTRATION SEMINAR LUNCH BREAK SEMINAR MOVE OUT

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

This is the Booking Policy of the Grand Rapids- Kent County Convention/Arena Authority adopted by the Authority Board of Directors on September 27, 2000.

**I. Background**

The Authority was established for the purpose of owning, improving, and operating, DeVos Hall, the Convention Center and Van Andel Arena. The Authority's mission and those of its facilities (as defined in the Operating Agreement between the County of Kent and City of Grand Rapids) are:

Authority -- To encourage economic development within the West Michigan region, create jobs and provide facilities for the entertainment, enjoyment and benefit of the citizens in an economical manner by developing and operating convention, entertainment and sports facilities within Kent County.

- DeVos Hall is primarily for artistic activities and secondarily for entertainment, community and convention activities.
- Convention Center (including Exhibit Halls, Meeting Rooms and Welsh Auditorium) is primarily for convention related events and secondarily for public events, entertainment, community and sports activities.
- Van Andel Arena is primarily for sports and entertainment activities and secondarily for artistic and community activities.

The Authority is substantially rebuilding and expanding the Convention Center to better compete with other convention facilities in the attraction of national, regional and local conventions. The primary sources of funds for the expansion are the Kent County Lodging Excise Tax, the State of Michigan and private funds raised by Grand Action.

The Authority operations are dependent upon revenues from renting Authority Facilities and income from concessions and related activities. The County and City equally share responsibility for operating deficits of the Authority that exceed operating reserves and available revenues from the Kent County Lodging Excise Tax.

**II. Objectives**

- A. The Authority's intention in adopting this Booking Policy is to promulgate the Authority's best interest in the use of Authority Facilities and to avoid, and facilitate amiable resolution of, disputes over conflicting claims on space and dates.

- B. The Authority's objective is to maximize at all times the use of Authority Facility space.
- C. The Authority desires to :
  - 1. Create significant economic activity in Kent County, serve Kent County businesses, families and individuals and enhance the quality of life in Kent County by;
    - Encouraging conventions, meetings, public consumer shows, entertainment, performing arts and other events;
    - Bringing outside revenues to the community; and
    - Promoting the community to business operators and visitors.
  - 2. Generate adequate income to cover Authority expenses.
  - 3. Promote production of the Kent County Lodging Excise Tax, to permit funding for the Convention Center renovation and expansion and to provide coverage of Authority operating losses that exceed established reserves.

### **III. Definitions**

Arts Groups	"Arts Groups" include the Grand Rapids Symphony, Grand Rapids Ballet, Opera Grand Rapids, Broadway Theater Guild and any other performing arts organization recognized by Authority Board of Directors resolution as an Arts Group.
Authority	"Authority" is the Grand Rapids- Kent County Convention/Arena Authority, a separate legal entity established on March 29, 2000 by the City of Grand Rapids and the County of Kent pursuant to the Convention Facility Authority Act, Act 203 of the Public Acts of Michigan of 1999.
Authority Facilities	"Authority Facilities" include DeVos Hall, the Convention Center and Van Andel Arena.

Available Dates	“Available Dates” are dates on Event Calendars for which the Authority has not issued a First Hold or signed a Facility Use Agreement.
Convention Center	“Convention Center” consists of the Welsh Auditorium, Exhibit Halls and Meeting Rooms within the structure on Monroe Avenue, Grand Rapids, Michigan.
CVB	“CVB” is the Grand Rapids/Kent County Convention & Visitors Bureau.
DeVos Hall	“DeVos Hall” is a performing arts theater adjacent to the Convention Center.
Event Calendars	“Events Calendars” are the monthly calendars kept by the Authority to designate tentative and contracted events at Authority Facilities.
Exhibit Halls	“Exhibit Halls” includes all exhibit space within the Convention Center, existing and planned (as depicted on Attachment A).
Facility Use Agreement	“Facility Use Agreement” is a binding written agreement between the Authority and the person renting Authority Facility space for a given date or dates, which delineates the specific Authority Facility space, the dates of usage, the nature of the event, deposit schedules, protection clauses, and other necessary provisions.
First Hold	“First Hold” is the General Manager’s designation of an event as the priority use of specific Authority Facility space for a specific date. The General Manager will notify the holding party that its event has been designated First Hold.
First Priority	“First Priority” events will be given precedence when more than one person seeks to place an event in the same Authority Facility space on the same date.
General Manager	“General Manager” is the person employed or contracted by the Authority to oversee management

of Authority Facilities (as of the date of this Policy, the General Manager is SMG, Inc.)

#### **Grand Gallery Meeting Rooms**

“Grand Gallery Meeting Rooms” are meeting rooms on the first floor of the Convention Center adjacent to the Grand Gallery and Exhibit Halls (as depicted on Attachment A).

#### **Kent County Lodging Excise Tax**

“Kent County Lodging Excise Tax” is a tax on transient use of Kent County hotel and motel rooms, which Kent County levies and collects pursuant to Act 263 of the Public Acts of Michigan of 1974, as amended.

#### **Major Consumer Shows**

“Major Consumer Shows” includes the Boat Show, the Sport Show, the Home and Garden Show, and the Auto Show (all currently produced by Showspan, Inc., of Grand Rapids, Michigan) or any alternative consumer show recognized by Authority Board of Directors resolution as a Major Consumer Show. A Major Consumer Show must rent at least 75% of available space in the Exhibit Halls, typically have at least 15,000 attendees and be willing to sign a multiple-year (three to five year) Facility Use Agreement.

#### **Major Events**

“Major Event” is a convention, meeting or other event for which a party guarantees the use of 500 contracted peak room nights and total room nights of 1,000 in Kent County. Contracted peak room nights are the highest number of rooms used for any night of the event. Total room nights used is the sum of the number of rooms used during the event.

#### **Meeting Rooms**

“Meeting Rooms” includes all the rooms, existing and planned, within the Convention Center of the size convenient for and used primarily for meetings (as depicted on Attachment A).

Second Priority	“Second Priority” events will be given precedence for Authority Facility space over all other events, except those designated First Priority, when more than one person seeks to place an event in the same Authority Facility space on the same date.
Tentative Hold	“Tentative Hold” is a notation made by the General Manager on a date or dates on the Event Calendar indicating that a person anticipates use of Authority Facility space on the date specified. The General Manager will generally allow a single event, other than an Arts Group season, to assume one Tentative Hold (of consecutive days) for each calendar year but may allow an event to assume multiple Tentative Holds. A Tentative Hold does not grant any contractual rights to the holder. The General Manager may place more than one event on a given date, the priority of such events to be determined in accordance with this Policy.
Welsh Auditorium	“Welsh Auditorium” is a multi-purpose auditorium within the Convention Center that the Authority intends to convert into a ballroom.
Window Hold	“Window Hold” is a notation made by the General Manager on the dates on the Event Calendar indicating that a Major Consumer Show desires use of Authority Facility space within the dates specified.

#### **IV Interpretation of Policy**

The Authority is responsible for interpretation of this policy and final determinations regarding the booking and use of Authority Facilities. In the event of a dispute, the Authority Operating Committee will provide a written determination. An interested person may appeal the Operating Committee’s determination to the Authority Board of Directors, whose decision will be final.

#### **V Reservation of Authority Facilities**

DeVos Hall, the Convention Center (Exhibit Halls, Welsh Auditorium and the Meeting Rooms) and Van Andel Arena each has a different mission or use. Specific reservation policies apply to each.

##### **A. DeVos Hall**

For many years, the Arts Groups have successfully cooperated in developing a coordinated schedule for the use of DeVos Hall. The Authority authorizes the Arts Groups to continue to coordinate use of DeVos Hall among them, with the assistance of and notice to the Authority. Arts Groups consisting primarily of local artists will continue to be given the first opportunity to develop a full season before those Arts Groups not consisting primarily of local artists.

The First Priority for use of DeVos Hall is Arts Groups. The Second Priority for DeVos Hall is entertainment events

The booking policy for DeVos Hall is as follows

1. Beyond Twelve Months. Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
2. At Twelve Months. Up to Twelve months prior to the date of the first event of any Arts Group season, an event with a Tentative Hold will have First Priority and First Hold.
3. The Authority will protect dates that are subject to a First Hold until January 31 for a season beginning six or more months later, at which time the Arts Group will be required to execute a Facility Use Agreement in order to continue to hold such dates.
  - (a) Arts Groups may only change held dates if at the time of the request no other person has committed, by contract or First Hold, to the proposed new dates.
4. Within Twelve Months. Any party may contract for Available Dates at DeVos Hall for conventions, tradeshow and other events within twelve months of the event by executing a Facility Use Agreement.
5. Priority. If two or more parties attempt to contract for the same Available Dates, Arts Groups are the First Priority and conventions and tradeshow are the Second Priority.

**B. Convention Center -- Exhibit Halls**

Particularly during the first quarter of the calendar year, there is significant competition for space in the Exhibit Halls. The Major Consumer Shows must, by the nature of their business, occur during the first quarter. The Major Consumer Shows have in the past occupied most of the space in the Exhibit Halls for large blocks of time, thereby limiting space for convention and meeting demands.



The Authority recognizes that Major Consumer Shows have significant value, both to the Authority and the community, and is committed to annually offering the Major Consumer Shows to the local business community and general public. However, the Authority also believes that desirable convention and meeting business can be lost unless there is some flexibility in the scheduling of the Major Consumer Shows.

The intent of this Booking Policy related to Exhibit Halls is to assure continued annual presentation of the Major Consumer Shows while providing limited flexibility in scheduling so that convention and meeting business is not unnecessarily lost.

When booking the Exhibit Halls, the Authority shall give consideration to the following factors:

- Time of year;
- Projected revenue to the Authority both in terms of direct space rental revenue, as well as projected revenue from concessions and other building services;
- Total Authority Facility space required;
- Impact in terms of Kent County Lodging Excise Tax and economic activity generated;
- Total number of hotel rooms required;
- Potential for repeat booking; and
- Previous history and experience of the potential user with respect to use of Authority Facilities and other similar facilities.

The booking policy for the Exhibit Halls is as follows:

1. Cooperation.
  - (a) Every potential conflict will require cooperation between conflicting interests. The Authority will require all parties to accommodate the needs of other events to the overall benefit of the Authority.
  - (b) Authority Facilities users will use best efforts to assure that move-in and move-out time is no more than is reasonably necessary. The General Manager will have the right, in its sole discretion, to reduce the move-in and move-out times of each Major Event or

Major Consumer Show by up to a total of 24 hours to accommodate the booking of another Major Event or Major Consumer Show.

2. Beyond Eighteen Months.

- (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
- (b) The producer of each Major Consumer Show may place a Window Hold on a period within the first quarter of each calendar year that includes specific dates the producer considers “ideal” for such Major Consumer Show (the “Ideal Period”) and two connected weeks (which might be, at the producer’s option, the week before and after the Ideal Period or two weeks either before or after the Ideal Period).
- (c) Until paragraph 3 below applies, the Authority may, if the General Manager deems necessary, move a Major Consumer Show from the Ideal Period to another week within its Window Hold in order to book a conflicting Major Event. In exercising its discretion, the General Manager will act in the best interest of the Authority and consider the value of such Major Event but will also consider the effect any such move would have on the Major Consumer Show, its exhibitors and its producer.
- (d) Except as provided above in subparagraphs (b) and (c), the Authority will give First Priority and First Hold to and enter into a Facility Use Agreement with parties booking Major Events for Exhibit Halls.
- (e) Major Consumer Shows may enter into long term contracts (three to five years) with the Authority so long as the contract is consistent with this paragraph 2 and the entire Booking Policy.

3. At Eighteen Months. Eighteen months prior to a given date, the General Manager will (in the following order):

- (a) Provide a binding commitment to the Major Consumer Shows for either the Ideal Period or the alternative dates as determined under subparagraphs 2 (b) and (c) above.
- (b) Give First Priority and First Hold to or enter into Facility Use Agreement with each person with a Tentative Hold for a specific date, in order of priority.

- (c) For any remaining Available Dates: First Priority will be given to Major Events and Major Consumer Shows and Second Priority will be given to conventions and tradeshow, meetings and other events with peak room nights of at least 250 and total room nights of 500 in Kent County.
- 4. Within Eighteen Months. Persons may contract for remaining Available Dates at the Exhibit Halls for conventions, tradeshow, meetings and other events within eighteen months of the event by executing a Facility Use Agreement. If two or more parties attempt to contract for the same Available Dates, conventions and tradeshow are the First Priority and public events, entertainment, and community and sports activities are the Second Priority.
- 5. Verification and Recertification. The Authority will base attendance and room counts on prior history of the event and such counts will be subject to verification by (i) the Authority; or (ii) upon the Authority's request and at the user's expense, a qualified independent surveyor pre-approved by the Authority. In the event that First Priority status is granted, based in part upon the peak room night requirement, the Authority will require recertification of said peak room night requirement from First Priority events annually.
- 6. Challenges. If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.
  - (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
  - (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

**C. Convention Center - Welsh Auditorium**

The booking policy for Welsh Auditorium is as follows:

1. **Beyond Twelve Months.**
  - (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
  - (b) The Authority has determined that with respect to the boat show (a Major Consumer Show) Welsh Auditorium will be treated in the same manner as Exhibit Halls. Accordingly, the General Manager will apply subparagraph B. 2 (b) and (c) of this Booking Policy to use of Welsh Auditorium for the boat show. In any event, the dates the Authority makes Exhibit Halls available for the boat show will be the same dates it makes Welsh Auditorium available for the boat show.
2. **At Twelve Months.** Twelve months prior to the date of the event a person with a Tentative Hold for a convention or tradeshow renting 100% of available space will be given First Priority and First Hold to assure such person the held dates. Meetings and other events renting 100% of available space are the Second Priority.
3. **Within Twelve Months.** Persons may contract for Available Dates for conventions, tradeshow and other events within twelve months of an event by executing a Facility Use Agreement. If two or more parties attempt to contract for the same Available Dates, conventions or tradeshow renting 100% of available space is the First Priority and meetings and other events renting 100% of available space are the Second Priority.
4. **Challenges.** If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.
  - (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
  - (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise,

such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

**D. Convention Center -- Meeting Rooms**

The booking policy for Meeting Rooms is as follows:

1. **Beyond Twelve Months.**
  - (a) Any person (considered viable by the General Manager) may place a Tentative Hold on Available Dates as far in advance as Event Calendars allow.
  - (b) The Authority has determined that the Grand Gallery Meeting Rooms will be treated in the same manner as Exhibit Halls. Accordingly, the General Manager will apply subparagraph B. 2 (b) and (c) of this Booking Policy to the use of the Grand Gallery Meeting Rooms. In any event, the dates the Authority makes available to each Major Consumer Show for use of Exhibit Halls will be the same dates it makes Grand Gallery Meeting Rooms available for such Major Consumer Show.
2. **Twelve Months.** Twelve months prior to the date of the event a person with a Tentative Hold for a convention or tradeshow using 75% of Meeting Room available space will be given First Priority and asked to provide the Authority with a First Hold to assure such person the held dates. Meetings and other events using 75% of Meeting Room available space are Second Priority.
3. **Within Twelve Months.** Persons may contract for Available Dates for conventions, tradeshow, meetings and other events within twelve months of an event by executing a Facility Use Agreement. If two or more parties attempt to contract for the same Available Dates, conventions or tradeshow are the First Priority and meetings and other events are Second Priority.
4. **Challenges.** If a First Hold has been issued for any date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the First Hold by delivering to the Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the First Hold of the challenge.
  - (a) To retain rights to the dates held, the person holding the First Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable

deposit of 50% of all estimated rental fees. If the person holding the First Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.

- (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the First Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

**E. Van Andel Arena**

Van Andel Arena is primarily a sports and entertainment facility. Since its opening, the General Manager has succeeded in developing a coordinated schedule for the use of Van Andel Arena. The Authority authorizes the General Manager to continue to coordinate use of Van Andel Arena. In booking space in Van Andel Arena, the General Manager will consider the following:

1. Family Shows. The General Manager will generally grant First Priority status to certain recurring family entertainment events that have multi-year Facility Use Agreements (e.g., Circus, Disney on Ice, and the Ice Capades).
2. Sports Teams. The General Manager will generally grant Second Priority status to local professional sports teams (e.g., Continental Basketball Association, International Hockey League and Arena Football League) that have multi-year Facility Use Agreements. Such sports teams have, by contract, first right to dates, except that they must schedule around the family shows described in paragraph E. 1 above.
3. Concerts and other Events.
  - (a) Following the scheduling of family shows and sports teams' schedules, as provided above, the General Manager will work with reputable promoters to secure touring concerts and other events for remaining Available Dates.
  - (b) In order to maximize the use of Van Andel Arena space and to prevent a promoter from blocking out events, the General Manager will place on the Event Calendar a Tentative Hold for any Available Date in a promoter's name. Every Tentative Hold is subject to challenge (see paragraph E. 4 below).
4. Challenges. If a Tentative Hold has been placed on a date but a Facility Use Agreement has not yet been executed, a challenger may tender an offer for the dates subject to the Tentative Hold by delivering to the

Authority a deposit equal to 50% of all estimated rental fees. The General Manager will then advise the person holding the Tentative Hold of the challenge.

- (a) To retain rights to the dates held, the person holding the Tentative Hold must, within forty-eight hours of such notice, execute a Facility Use Agreement and submit to the Authority a non-refundable deposit of 50% of all estimated rental fees. If the person holding Tentative Hold does not execute a Facility Use Agreement and submit the required deposit, the Authority will award the dates to the challenger.
- (b) Any deposit submitted by a challenger becomes non-refundable if the person holding the Tentative Hold releases the date. Otherwise, such deposit is fully refundable. The General Manager may, in its sole discretion, waive these requirements or extend time limits, as the General Manager deems necessary.

## **VI. Miscellaneous**

1. General Manager's Discretion. Events and circumstances not specifically covered in this Booking Policy may be subject to special conditions as deemed appropriate by the General Manager or Authority.
2. Effective Date. This Booking Policy will apply:
  - (a) immediately to the booking of space within DeVos Hall and the Van Andel Arena;
  - (b) on a phased-in basis between 2001 and 2002, as existing Facility Use Agreements allow, for booking of space currently existing in the Convention Center (except that the provisions related to Welsh Auditorium will apply for bookings of space after its renovation is completed); and
  - (c) immediately to the booking of space within the renovated and expanded Convention Center for periods after completion of said renovation and expansion.
3. Nature of Obligation. This Booking Policy is not intended to obligate the Authority and does not confer legal rights to any party. Specific dates for Authority Facilities space are not certain until the Authority executes a Facility Use Agreement and the Authority has granted a binding commitment for such dates.
4. Notice. Notice to the Authority shall be valid if made in writing to the Chairperson, the Secretary or the General Manager.

5. Review and Amendment. The Authority Board of Directors will review and approve (with or without amendment) this Booking Policy one year following its adoption and every 3 years thereafter. All amendments to this Booking Policy must be approved by resolution of the Authority Board of Directors. Notice of any meeting at which the Board of Directors will consider amending this Booking Policy will be sent to all parties to Facility Use Agreements and persons with Tentative Holds, First Holds or Window Holds on the use of Authority Facility space.
6. Protection Clause. The Facility Use Agreement for each Major Consumer Show will include a protection clause, whereby the Authority will agree not to rent, within 90 days of the beginning or end of such Major Consumer Show, Authority Facility space to any event that directly competes with the Major Consumer Show. An event will be deemed to directly compete with a Major Consumer Show if it has thirty percent or more of the exhibitors from the Major Consumer Show. However, a show that is open to the public will never be deemed to directly compete with a show open only to trade. The determination of whether or not an event directly competes is solely within the discretion of the General Manager.



**GRAND RAPIDS – KENT COUNTY CONVENTION/ARENA AUTHORITY  
COMMITTEES**

**Building Committee :** David Frey, Chair  
Birgit Klohs  
Marty Allen  
Bill Cole  
Daryl Delabbio  
Jim Gray  
Dianette Hight  
Kurt Kimball  
Jim Leach  
Rich MacKeigan  
Don Maine  
Jon Nunn  
Dale Sommers  
John Canepa (ex officio)  
Robert Hooker (ex officio)

**Operations Committee:** Lew Chamberlin, Chair  
Joe Tomaselli  
John Canepa  
Milt Rohwer  
Thomas Carnegie  
Al Vanderberg  
Jim Knack

**Finance Committee:** Birgit Klohs – Chair  
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Mayor John Logie  
Robert White  
Dave Waichum  
Robert Herr