



# Agenda

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## Board of Directors

**Friday, September 6, 2013**  
**Following CAA Finance Committee Meeting**  
**Kent County Commission Chambers**  
**300 Monroe, NW – Grand Rapids, MI**

- |    |  |               |
|----|--|---------------|
| 1. | Call to Order  | Steve Heacock |
| 2. | Minutes of August 2, 2013                            | Action        |
| 3. | Committee Reports                                    |               |
|    | A. Operations Committee                              |               |
|    | i. Experience Grand Rapids Report                    | Information   |
|    | B. Finance Committee                                 |               |
|    | i. Acceptance of CAA July 2013 Financial Statements  | Action        |
|    | ii. Acceptance of SMG July 2013 Financial Statements | Action        |
| 4. | SMG Report and Facilities Calendars                  | Information   |
| 5. | Public Comment                                       |               |
| 6. | Adjournment  |               |

**Next Meeting Date: Friday, October 4, 2013,  
Following the CAA Operations Committee Meeting**

**MINUTES OF THE GRAND RAPIDS-KENT COUNTY  
CONVENTION/ARENA AUTHORITY  
BOARD OF DIRECTORS MEETING  
Friday, August 2, 2013**

**1. Call to Order**

Steve Heacock, Chairperson, called the meeting to order at 8:15 a.m. Secretary/Treasurer, Richard Winn, recorded the meeting minutes.

**Attendance**

Members Present: Steve Heacock, Chair  
Lew Chamberlin  
Birgit Klohs  
Charlie Secchia  
Floyd Wilson, Jr.  
Richard Winn

Members Absent: George Heartwell

Staff/Others:	David Czurak Daryl Delabbio Brian Dykema Tim Gortsema Jim Harger George Helmstead Rich MacKeigan Greg Sundstrom Eddie Tadlock Susan Waddell Jana Wallace Jim Watt Richard Wendt Robert White	<i>Grand Rapids Business Journal</i> Kent County Interested Citizen Grand Rapids Griffins <i>MLive/The Grand Rapids Press</i> Experience Grand Rapids SMG City of Grand Rapids SMG CAA City of Grand Rapids SMG Dickinson Wright CAA
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**2. Minutes of Prior Meeting**

*Motion by Mr. Chamberlin, support by Ms. Klohs, to approve the June 7, 2013, Minutes. Motion carried.*

**3. Committee Reports**

a. **Operations Committee**

Mr. Chamberlin stated that the Operations Committee recommended approval of an application to the Liquor Control commission for special liquor licenses, needed in conjunction with the International Wine, Beer & Food Festival.

*Motion by Mr. Chamberlin, support by Ms. Klohs, to approve filing an application with the Michigan Liquor Control Commission for special liquor licenses in conjunction with the International Wine, Beer & Food Festival. Motion carried.*

b. Finance Committee

i. CAA June 2013 Financial Statements

Mr. White presented the CAA financial statements for the period ended June 30, 2013. Mr. White referred to the Consolidated Income Statement and stated that total operating net proceeds are up by +\$1,067,203 from a like period in the prior fiscal year. The Van Andel Arena® budget forecast a current-year net proceeds increase of 12.9%. For the current fiscal year, net proceeds are at an increase of +65.5% from prior-year performance. This was a slight increase from the prior month. DeVos Place® budget forecast a current-year net proceeds decrease of (62.5%). For the current fiscal year, net proceeds are reported at 108.0% ahead of prior-year performance. Not many convention centers drop \$500,000 to the bottom line. Most run a deficit at seven or eight figures. It is rare that they operate in the black and, where they do, they have a large parking ramp and food and beverage. Chair Heacock asked for assurance that the convention center has not lost balance between conventions and consumer shows. Mr. MacKeigan responded that the safety nets are Experience Grand Rapids and the hotel community who would express the need to increase convention sales. Chair Heacock expressed congratulations to Rich, Eddie, and George Helmstead, as he never thought we would see those results. Mr. White reviewed a variance analysis that compared summary budget accounts to preliminary year-end actual balances. Significant positive variances were recorded in SMG operating accounts, primarily from increased activity at the venues.

*Motion: Mr. Heacock, supported by Mr. Wilson, moved to accept the CAA Financial Statements for the period ended June 30, 2013. The motion carried unanimously.*

ii. SMG June 2013 Financial Statements

Mr. Winn reported that DeVos Place® concluded a very successful fiscal year with a June that far exceeded both budget and forecast, as ancillary spending was much stronger than anticipated. Overall revenue and bottom line are both historical highs. The Van Andel Arena® also concluded a successful fiscal year with very strong concert activity for the year and highlighted by the first-ever Calder Cup Championship by the Grand Rapids Griffins.

*Motion: Mr. Heacock, supported by Mr. Wilson, moved to accept the SMG Financial Statements for DeVos Place® and the Van Andel Arena® for the period ended June 30, 2013. The motion carried unanimously.*

**4. Directors & Officers Insurance Renewal**

Staff reported that the renewal premium is \$19,401, which is -7.3% less than the expiring premium of \$20,934.

*Motion by Ms. Klohs, support by Mr. Chamberlin, to approve renewal of the directors' and officers' liability insurance. The motion carried unanimously.*

**5. SMG Report and Facilities Calendars**

Mr. MacKeigan congratulated the Grand Rapids Griffins on winning the Calder Cup Championship and added that it was a treat to be involved with the Calder Cup. Ms. Klohs stated that Southwest Airlines will begin service out of Grand Rapids on August 11. There will be an event at 10:00 a.m., with a plane coming in at 11:00. Please contact Ms. Klohs if you are interested in attending the event.

**6. Public Comment**

None.

**7. Adjournment**

The meeting adjourned at 8:30 a.m.

The date for next CAA Board meeting is Friday, September 7, 2013, in the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Avenue, NW, following the CAA Finance Committee meeting.

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Richard A. Winn, Secretary/Treasurer



## Memorandum

**REVISED 9/05/13**

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

**From:** Robert J. White

**Subject:** July 2013 Financial Statements

**Date:** August 26, 2013

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

These statements are prepared on a cash basis. The Balance Sheet includes a two-year comparative financial position at July 31 for Fiscal Years 2013 (subject to audit) and 2014. The Administrative Income Statement provides a line item comparison of accounts for the current fiscal year as compared to a similar period in the prior fiscal year. In addition, the Administrative Income Statement provides a comparison of current year budget to prior year (FY 2013). It will allow the reader to compare expenditure trends with full-year budgetary allowances. The Consolidated Income Statement is formatted by functional area. The columnar format is the same as in the Administrative Income Statement.

Items of interest in the three financial statements are explained as follows:

### Balance Sheet (Unconsolidated):

- The cash and investments position decreased by \$.48 million from June 30, 2013. This is generally in line with the budget forecast.
- Fund balance decreased by \$.14 million from the June 30, 2013 level.

### July Administrative Revenue/Expense:

- Overall Expense. Very limited activity occurred in the month of July. Spending for the month totaled 3% of annual operating budget. Operating expenses are budgeted at an 8.6% annual increase. For the current fiscal year, actual operating expenses totaled a 20.4% increase from prior year.

**Consolidated Income Statement (one month):**

- The Van Andel Arena® budget forecast a current year “Net Proceeds” decrease of (34.4%). For the current fiscal year, “Net Proceeds” are reported at a decline of (268.5%) from prior-year performance.
- The DeVos Place® budget forecast a current year “Net Proceeds” decrease of (70.2%). For the current fiscal year, “Net Proceeds” are reported at a decline of (958.8%) from prior-year performance.
- Total operating “Net Proceeds” are down by (\$321,139) from a like period in the prior fiscal year. The budget forecast a full year decline of (\$1,183,348).

These reports are intended to provide a summary analysis of administrative activities over the course of the fiscal year.

**Grand Rapids-Kent County Convention/Arena Authority**  
**Preliminary Year-End Balance Sheet (Unconsolidated)**  
**July 31, 2013**

		<u>7/31/2012</u>	<u>7/31/2013</u>
<b><u>Assets</u></b>			
Cash	-	Operating	\$ 20,492      \$ 135,744
Investments	-	Kent County	20,904,400      20,747,300
Capital Assets (Net)		<u>1,611,130</u>	<u>1,587,656</u>
Total Assets		<u>\$ 22,536,022</u>	<u>\$ 22,470,700</u>
<b><u>Liabilities &amp; Fund Balance</u></b>			
Accounts Payable		\$ 75,902	\$ 99,021
Fund Balance		<u>22,487,120</u>	<u>22,371,679</u>
Total Liabilities & Fund Balance		<u>\$ 22,563,022</u>	<u>\$ 22,470,700</u>

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

	Annual		Year-To-Date			
	FY 2013 <u>Final</u>	FY 2014 <u>(2) Budget</u>	Percentage <u>Change</u> <u>7/1 - 7/31</u>	FY 2013 <u>7/1 - 7/31</u>	FY 2014 <u>7/1 - 7/31</u>	Percentage <u>Change</u>
<b>Revenues:</b>						
Transfers from SMG	\$ 2,950,000	\$ 2,819,566	(4.4)	\$ -	\$ -	-
Parking	1,080,022	1,072,066	(0.8)	4,605	29,167	533.4
Interest	92,909	84,000	(9.6)	-	-	-
Miscellaneous	108,301	100,300	(7.4)	-	-	-
<b>Total Revenues</b>	<b>4,231,232</b>	<b>4,075,932</b>	<b>(3.7)</b>	<b>4,605</b>	<b>29,167</b>	<b>533.4</b>
<b>Expenditures:</b>						
Operations						
- Utilities	2,299,463	2,339,808	1.8	88,401	72,164	(18.4)
- Parking Management	148,408	186,700	25.8	-	-	-
- Pedestrian Safety	147,128	132,653	(9.8)	-	-	-
- Marketing - CVB/Sports	100,000	125,000	25.0	-	-	-
- DID Assessment	38,124	60,000	57.4	-	-	-
- Landscaping	16,487	30,000	82.0	-	-	-
- Food & Beverage Repairs	33,026	40,000	21.1	-	800	+100.0
Administration						
- Wages/Benefits	111,355	114,339	2.7	(1,041)	8,607	826.8
- Consulting Services	35,688	31,004	(13.1)	-	-	-
- Professional Services	40,032	61,000	52.4	70	73	4.3
- Diversity Initiative	59,373	125,000	110.5	2,496	5,000	100.3
- Procurement of Art	17,554	30,000	70.9	-	-	-
- Insurance	25,303	26,500	4.7	-	19,401	100.0
- Supplies/Other	24,263	60,000	147.3	(1,295)	638	149.3
<b>Operating Expenditures</b>	<b>3,096,204</b>	<b>3,362,004</b>	<b>8.6</b>	<b>88,631</b>	<b>106,683</b>	<b>20.4</b>
Capital R/R/A <sup>(1)</sup>	<u>981,552</u>	<u>3,329,000</u>	<u>239.2</u>	<u>18,270</u>	<u>94,525</u>	<u>417.4</u>
<b>Total Expenditures</b>	<b>4,077,756</b>	<b>6,691,004</b>	<b>(1,803.8)</b>	<b>106,901</b>	<b>201,208</b>	<b>(172,041)</b>
<b>Excess (Deficiency) of Revenues</b>	<b>153,476</b>	<b>(2,615,072)</b>		<b>\$ (102,296)</b>	<b>\$ (172,041)</b>	<b>(68.2)</b>
<b>Over Expenditures</b>						
<b>Balance, beginning of period</b>	<b>22,065.862</b>	<b>22,219,338</b>				
<b>Balance, end of period</b>	<b>\$ 22,219,338</b>	<b>\$ 19,604,266</b>				

NOTES:

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

(2) Subject to audit.

**Grand Rapids-Kent County Convention/Arena Authority**  
**Budget Summary by Facility/Other**

**Financial Trends for Year Ending June 30, 2014**

- 5 -

	<b>Annual</b>		<b>Year-To-Date</b>			
	<b>FY 2013 Final</b>	<b>FY 2014 (<sup>1</sup>) Budget</b>	<b>Percentage Change</b>	<b>FY 2013 7/1 - 7/31</b>	<b>FY 2014 7/1 - 7/31</b>	<b>Percentage Change</b>
<b>Van Andel Arena</b>						
Operating - Revenues						
- Expenses - Facilities	\$5,431,667	\$5,023,466	(7.5)	\$226,365	\$150,066	(33.7)
- Base Management Fees	(3,618,820)	(3,848,986)	6.4	(261,182)	(292,642)	12.1
- Incentive Fee	(165,263)	(167,741)	1.5	(13,542)	(13,772)	1.7
Net Operating Income (Loss)	(84,113)	(20,187)	(76.0)	-	-	-
Parking	1,563,471	986,552	(36.9)	(48,359)	(156,348)	(323.3)
Pedestrian Safety	145,088	160,066	10.3	26,524	100.0	-
<b>Net Proceeds (Cost) of VAA</b>	<b>(93,420)</b>	<b>(87,767)</b>	<b>(6.1)</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>1,615,139</b>	<b>1,058,851</b>	<b>(34.4)</b>	<b>(48,359)</b>	<b>(129,824)</b>	<b>(268.5)</b>
<b>DeVos Place Convention Center</b>						
Operating - Revenues						
- Expenses - Facilities	5,857,525	5,268,030	(10.1)	361,484	172,919	(52.2)
- Base Management Fees	(5,596,537)	(5,354,821)	(4.3)	(376,783)	(394,156)	4.6
- Incentive Fee	(165,263)	(167,741)	1.5	(13,542)	(13,772)	1.7
Net Operating Loss	(246,412)	(252,262)	2.4	-	-	-
Parking	(150,687)	(506,794)	(236.3)	(28,841)	(235,009)	(814.8)
Pedestrian Safety	786,523	725,300	(7.8)	4,605	2,643	(42.6)
<b>Net Proceeds (Cost) of DVP</b>	<b>(53,707)</b>	<b>(44,886)</b>	<b>(16.4)</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>582,129</b>	<b>173,620</b>	<b>(70.2)</b>	<b>(24,236)</b>	<b>(232,366)</b>	<b>(958.8)</b>
<b>Other</b>						
Revenues						
Interest	92,909	134,000	-	-	-	-
Miscellaneous	108,301	50,300	(8.4)	-	-	-
	<b>201,210</b>	<b>184,300</b>	<b>(8.4)</b>	<b>-</b>	<b>-</b>	<b>0.0</b>
Expenses						
Administration	(451,692)	(632,843)	(2,975)	(33,719)	-	-
Other Operating	(49,513)	(70,000)	-	(800)	-	-
<b>Net Other</b>	<b>(501,205)</b>	<b>(702,843)</b>	<b>40.2</b>	<b>(2,975)</b>	<b>(34,519)</b>	<b>1,160.3</b>
	<b>(299,995)</b>	<b>(518,543)</b>	<b>76.9</b>	<b>(2,975)</b>	<b>(34,519)</b>	<b>1160.3</b>
<b>Total Net Proceeds/Operating</b>	<b>1,897,273</b>	<b>713,928</b>	<b>(75,570)</b>	<b>(396,709)</b>		
Capital Expenditures	<b>(981,552)</b>	<b>(3,329,000)</b>	<b>(18,270)</b>	<b>(94,525)</b>		
Results Net of Capital Expenditures	<b>\$ 915,721</b>	<b>\$ (2,615,072)</b>	<b>\$ (93,840)</b>	<b>\$ (491,234)</b>		
( <sup>1</sup> ) Subject to Audit.						

# DEVOS PLACE

## DE VOS PLACE

FINANCIAL STATEMENT  
FOR THE PERIOD ENDED JULY 31, 2013

Distribution:

Grand Rapids – Kent County Convention / Arena Authority

Robert White

Harry Cann

Gary McAneney

John Szudzik

Richard MacKeigan

Chris Machuta



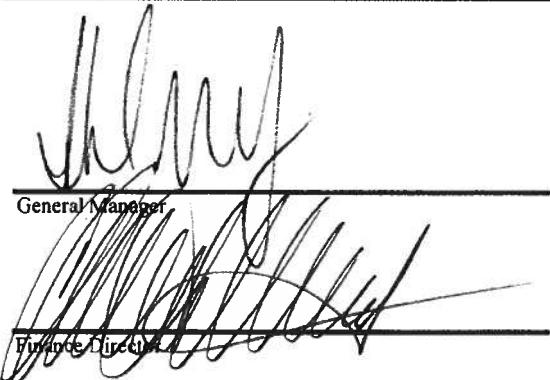
*An SMG Managed Facility*

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

	<b>YTD Actual</b>	<b>Roll</b>	<b>TOTAL FYE</b>	<b>BUDGET FYE</b>	<b>VARIANCE</b>
<b>NO. EVENTS</b>	19	488	507	507	-
<b>ATTENDANCE</b>	6,655	491,445	498,100	498,100	-
<b>DIRECT EVENT REVENUE</b>	60,585	2,857,455	2,918,040	2,918,040	-
<b>ANCILLARY REVENUE</b>	104,585	2,000,955	2,105,540	2,105,540	-
<b>TOTAL EVENT REVENUE</b>	<b>165,170</b>	<b>4,858,410</b>	<b>5,023,580</b>	<b>5,023,580</b>	-
<b>TOTAL OTHER REVENUE</b>	7,749	236,701	244,450	244,450	-
<b>TOTAL OPERATING REVENUE</b>	<b>172,919</b>	<b>5,095,111</b>	<b>5,268,030</b>	<b>5,268,030</b>	-
<b>INDIRECT EXPENSES</b>					
<b>EXECUTIVE</b>	15,976	173,506	189,482	189,482	-
<b>FINANCE</b>	18,111	235,576	253,687	253,687	-
<b>MARKETING</b>	5,806	105,343	111,149	111,149	-
<b>OPERATIONS</b>	105,240	1,344,114	1,449,354	1,449,354	-
<b>EVENT SERVICES</b>	52,203	982,078	1,034,281	1,034,281	-
<b>BOX OFFICE</b>	9,276	81,436	90,712	90,712	-
<b>SALES</b>	26,942	360,409	387,351	387,351	-
<b>OVERHEAD</b>	174,375	1,832,166	2,006,541	2,006,541	-
<b>TOTAL OPERATING EXP.</b>	<b>407,928</b>	<b>5,114,628</b>	<b>5,522,557</b>	<b>5,522,557</b>	-
<b>NET REVENUE ABOVE EXPENSES</b>	<b>(235,009)</b>	<b>(19,517)</b>	<b>(254,527)</b>	<b>(254,527)</b>	-
<b>INCENTIVE FEE</b>		252,261	252,261	252,261	-
<b>NET OPERATING REVENUE OVER OPERATING EXPENSES</b>	<b>(235,009)</b>	<b>(271,778)</b>	<b>(506,788)</b>	<b>(506,788)</b>	-

Comments:

July starts a new fiscal year for DeVos Place. July performed better than budget overall, however, a bit slower than prior year.



General Manager  
Finance Director

1

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

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

<b>MONTH</b>	<b>July Actual</b>	<b>July Budget</b>	<b>July FY 2013</b>
Number of Events	19	14	30
Attendance	6,655	8,840	22,666
Direct Event Income	\$60,585	\$66,560	\$137,439
Ancillary Income	104,585	72,452	216,010
Other Event Income	5,800	0	4,753
Other Operating Income	1,949	2,666	3,282
Indirect Expenses	(407,928)	(460,212)	(390,325)
<b>Net Income</b>	<b>(\$235,009)</b>	<b>(\$318,534)</b>	<b>(\$28,841)</b>

<b>YTD</b>	<b>YTD 2013 Actual</b>	<b>YTD 2013 Budget</b>	<b>YTD 2013 Prior Year</b>
Number of Events	19	14	30
Attendance	6,655	8,840	22,666
Direct Event Income	\$60,585	\$66,560	\$137,439
Ancillary Income	104,585	72,452	216,010
Other Event Income	5,800	0	4,753
Other Operating Income	1,949	2,666	3,282
Indirect Expenses	(407,928)	(460,212)	(390,325)
<b>Net Income</b>	<b>(\$235,009)</b>	<b>(\$318,534)</b>	<b>(\$28,841)</b>

### EVENT INCOME

Event income came in consistent with budget overall.

### ANCILLARY INCOME

Ancillary income came in higher than budget as spending on catering and audio/visual exceeded expectations.

### INDIRECT EXPENSES

Indirect expenses came in a bit lower than budget overall.

**DeVos Place**  
**Income Statement**  
For the Month Ending July 31, 2013

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$72,096	\$75,840	(\$3,744)	\$155,911	\$72,096	\$75,840	(\$3,744)	\$155,911
Service Revenue	40,887	31,360	9,527	126,331	40,887	31,360	9,527	126,331
Service Expenses	(52,398)	(40,640)	(11,758)	(144,803)	(52,398)	(40,640)	(11,758)	(144,803)
<b>Total Direct Event Income</b>	<b>60,585</b>	<b>66,560</b>	<b>(5,975)</b>	<b>137,439</b>	<b>60,585</b>	<b>66,560</b>	<b>(5,975)</b>	<b>137,439</b>
<b>Ancillary Income</b>								
F&B Concession	1,821	1,564	257	10,166	1,821	1,564	257	10,166
F&B Catering	38,756	26,160	12,596	80,499	38,756	26,160	12,596	80,499
Novelty Sales	0	0	0	1,040	0	0	0	1,040
Booth Cleaning	12,785	7,888	4,897	13,918	12,785	7,888	4,897	13,918
Telephone/Long Distance	338	0	338	0	338	0	338	0
Electrical Services	12,408	13,120	(712)	36,741	12,408	13,120	(712)	36,741
Audio Visual	31,864	16,560	15,304	47,716	31,864	16,560	15,304	47,716
Internet Services	4,188	4,640	(452)	13,309	4,188	4,640	(452)	13,309
Equipment Rental	2,425	2,520	(95)	12,621	2,425	2,520	(95)	12,621
<b>Total Ancillary Income</b>	<b>104,585</b>	<b>72,452</b>	<b>32,133</b>	<b>218,010</b>	<b>104,585</b>	<b>72,452</b>	<b>32,133</b>	<b>216,010</b>
<b>Other Event Income</b>								
Ticket Rebates(Per Event)	5,800	0	5,800	4,753	5,800	0	5,800	4,753
<b>Total Other Event Income</b>	<b>5,800</b>	<b>0</b>	<b>5,800</b>	<b>4,753</b>	<b>5,800</b>	<b>0</b>	<b>5,800</b>	<b>4,753</b>
<b>Total Event Income</b>	<b>170,970</b>	<b>139,012</b>	<b>31,958</b>	<b>358,202</b>	<b>170,970</b>	<b>139,012</b>	<b>31,958</b>	<b>358,202</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	1,461	1,333	128	1,186	1,461	1,333	128	1,186
Other Income	488	1,333	(845)	2,096	488	1,333	(845)	2,096
<b>Total Other Operating Income</b>	<b>1,949</b>	<b>2,666</b>	<b>(717)</b>	<b>3,282</b>	<b>1,949</b>	<b>2,666</b>	<b>(717)</b>	<b>3,282</b>
<b>Adjusted Gross Income</b>	<b>172,919</b>	<b>141,678</b>	<b>31,241</b>	<b>361,484</b>	<b>172,919</b>	<b>141,678</b>	<b>31,241</b>	<b>361,484</b>
<b>Operating Expenses</b>								
Salaries and Wages	154,082	258,942	(104,860)	189,687	154,082	258,942	(104,860)	189,687
Payroll Taxes and Benefits	46,860	74,362	(27,502)	55,050	46,860	74,362	(27,502)	55,050
Labor Allocations to Events	(55,851)	(147,870)	92,019	(99,334)	(55,851)	(147,870)	92,019	(99,334)
<b>Net Salaries and Benefits</b>	<b>145,091</b>	<b>185,434</b>	<b>(40,343)</b>	<b>145,403</b>	<b>145,091</b>	<b>185,434</b>	<b>(40,343)</b>	<b>145,403</b>
Contracted Services	28,021	20,718	7,303	23,443	28,021	20,718	7,303	23,443
General and Administrative	26,936	28,110	(1,174)	30,863	26,936	28,110	(1,174)	30,863
Operations	4,831	9,771	(4,940)	3,351	4,831	9,771	(4,940)	3,351
Repair and Maintenance	32,610	41,645	(9,035)	24,746	32,610	41,645	(9,035)	24,746
Operational Supplies	11,499	20,908	(9,409)	8,364	11,499	20,908	(9,409)	8,364
Insurance	13,436	16,248	(2,812)	12,712	13,436	16,248	(2,812)	12,712
Utilities	131,732	123,400	8,332	127,901	131,732	123,400	8,332	127,901
SMG Management Fees	13,772	13,978	(206)	13,542	13,772	13,978	(206)	13,542
<b>Total Operating Expenses</b>	<b>407,928</b>	<b>460,212</b>	<b>(52,284)</b>	<b>390,325</b>	<b>407,928</b>	<b>460,212</b>	<b>(52,284)</b>	<b>390,325</b>
<b>Net Income(Loss) From Operations</b>	<b>(235,009)</b>	<b>(318,534)</b>	<b>83,525</b>	<b>(28,841)</b>	<b>(235,009)</b>	<b>(318,534)</b>	<b>83,525</b>	<b>(28,841)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(235,009)</b>	<b>(318,534)</b>	<b>83,525</b>	<b>(28,841)</b>	<b>(235,009)</b>	<b>(318,534)</b>	<b>83,525</b>	<b>(28,841)</b>

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

Event Type	Events/Days		Attendance		Total Event Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Convention/Trade Shows	6	6	4,800	5,760	112,026	94,788
Consumer/Gated Shows						
DeVos Performance Hall	5	-	50	-	15,471	-
Banquets						
Meetings	8	8	1,805	3,080	43,473	44,224
Other						
<b>GRAND TOTALS</b>	<b>19</b>	<b>14</b>	<b>6,655</b>	<b>8,840</b>	<b>170,970</b>	<b>139,012</b>
<b>As Percentage of Overall</b>						
Convention/Trade Shows	31.58%	42.86%	72.13%	65.16%	65.52%	68.19%
Consumer/Gated Shows	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
DeVos Performance Hall	26.32%	0.00%	0.75%	0.00%	9.05%	0.00%
Ballroom Exclusive	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Meetings	42.11%	57.14%	27.12%	34.84%	25.43%	31.81%
Other	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

**ASSETS**

**Current Assets**

Cash	2,361,385
Account Receivable	316,550
Prepaid Expenses	49,858
-----	
<b>Total Current Assets</b>	<b>\$2,727,793</b>

**Total Assets**

**\$2,727,793**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	141,270
Accrued Expenses	227,009
Deferred Income	59,692
Advanced Ticket Sales & Deposits	631,253
-----	
<b>Total Current Liabilities</b>	<b>\$1,059,224</b>

**Other Liabilities**

**Equity**

Funds Remitted to CAA	118,001
Expenses Paid Direct by CAA	1,785,578
Beginning Balance Equity	(235,009)
Current Year Equity	-----
<b>Total Equity</b>	<b>\$1,668,569</b>
<b>Total Liabilities and Equity</b>	<b>\$2,727,793</b>

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

---

Current - Under 30 Days	
Food & Beverage	40,576
Ticketing	43,059
Merchandise	-
Decorating	12,785
Audio/Visual	31,863
Van Andel Arena	61,622
Operating	20,587
Over 30 Days	67,114
Over 60 Days	38,944
Over 90 Days	
Total Accounts Receivable	316,550

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

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**MANAGEMENT FEE SUMMARY**

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

Incentive Fee Calculation (Only if above greater than zero)

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

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

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



## **VAN ANDEL ARENA**

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

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



Distribution:

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

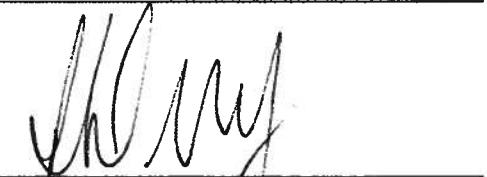


VAN ANDEL ARENA  
 ROLLING FORECAST  
 FISCAL YEAR ENDING JUNE 30, 2014

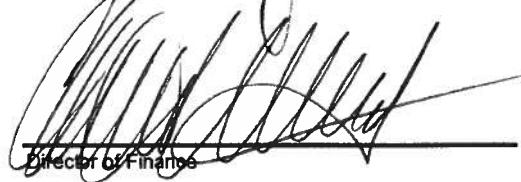
	YTD	ROLL	TOTAL FYE	BUDGET FYE	VARIANCE
NO. EVENTS	0	96	96	96	-
ATTENDANCE	0	543,200	543,200	543,200	-
DIRECT EVENT INCOME	0	1,262,321	1,262,321	1,262,321	-
ANCILLARY INCOME	0	1,231,195	1,231,195	1,231,195	-
<b>TOTAL EVENT INCOME</b>	<b>0</b>	<b>2,493,516</b>	<b>2,493,516</b>	<b>2,493,516</b>	<b>-</b>
<b>TOTAL OTHER INCOME</b>	<b>150,066</b>	<b>2,379,884</b>	<b>2,529,950</b>	<b>2,529,950</b>	<b>-</b>
<b>TOTAL INCOME</b>	<b>150,066</b>	<b>4,873,400</b>	<b>5,023,466</b>	<b>5,023,466</b>	<b>-</b>
<b>INDIRECT EXPENSES</b>					
EXECUTIVE	17,883	161,598	179,481	179,481	-
FINANCE	14,290	214,208	228,498	228,498	-
MARKETING	18,277	303,206	321,483	321,483	-
OPERATIONS	139,638	1,532,862	1,672,500	1,672,500	-
BOX OFFICE	5,833	140,118	145,951	145,951	-
LUXURY SEATING	3,984	89,308	93,292	93,292	-
SKYWALK ADMIN	6,411	13,549	19,960	19,960	-
OVERHEAD	100,099	1,255,463	1,355,562	1,355,562	-
<b>TOTAL INDIRECT EXP.</b>	<b>306,414</b>	<b>3,710,312</b>	<b>4,016,727</b>	<b>4,016,727</b>	<b>-</b>
<b>NET REVENUE ABOVE EXPENSES</b>	<b>(156,348)</b>	<b>1,163,088</b>	<b>1,006,739</b>	<b>1,006,739</b>	<b>-</b>
<b>LESS INCENTIVE FEE</b>		20,187	20,187	20,187	-
<b>NET REVENUE ABOVE EXPENSES AFTER INCENTIVE</b>	<b>(156,348)</b>	<b>1,142,901</b>	<b>986,552</b>	<b>986,552</b>	<b>-</b>

Comments:

July marks the beginning of the 18th fiscal year for Van Andel Arena. No events were hosted during the month, which will also be the case for August. Shows on-sale for the 2nd quarter of the fiscal year look to continue the trend of strong selling as compared to tour averages.



General Manager



Director of Finance

/

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

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

MONTH	July Actual	July Budget	July FY 2013
Number of Events	0	0	5
Attendance	0	0	7,209
Direct Event Income	\$0	\$0	\$86,233
Ancillary Income	0	0	3,044
Other Event Income	0	0	0
Other Operating Income	0	0	137,088
Indirect Expenses	(306,414)	(334,727)	(274,724)
Net Income	<b>(\$306,414)</b>	<b>(\$334,727)</b>	<b>(\$48,359)</b>

YTD	YTD 2013 Actual	YTD 2013 Budget	YTD 2013 Prior Year
Number of Events	0	0	5
Attendance	0	0	7,209
Direct Event Income	\$0	\$0	\$86,233
Ancillary Income	0	0	3,044
Other Event Income	0	0	0
Other Operating Income	0	0	137,088
Indirect Expenses	(306,414)	(334,727)	(274,724)
Net Income	<b>(\$306,414)</b>	<b>(\$334,727)</b>	<b>(\$48,359)</b>

**EVENT INCOME**

No events were hosted or budgeted during July.

**ANCILLARY INCOME**

No events were hosted or budgeted during July.

**INDIRECT EXPENSES**

Indirect expenses came in at expected levels for the month.

**Van Andel Arena**  
**Income Statement**  
**For the Month Ending July 31, 2013**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>Event Income</b>								
<b>Direct Event Income</b>								
Rental Income	\$0	\$0	0	\$87,638	\$0	\$0	0	\$87,638
Service Revenue	0	0	0	25,015	0	0	0	25,015
Service Expenses	0	0	0	(26,420)	0	0	0	(26,420)
<b>Total Direct Event Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>86,233</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>86,233</b>
<b>Ancillary Income</b>								
F&B Concession	0	0	0	1,120	0	0	0	1,120
F&B Catering	0	0	0	1,289	0	0	0	1,289
Booth Cleaning	0	0	0	635	0	0	0	635
<b>Total Ancillary Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,044</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,044</b>
<b>Other Event Income</b>								
<b>Total Other Event Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Event Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89,277</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89,277</b>
<b>Other Operating Income</b>								
Luxury Box Agreements	92,402	90,292	2,110	82,778	92,402	90,292	2,110	82,778
Advertising	54,000	52,084	1,916	54,000	54,000	52,084	1,916	54,000
Other Income	3,664	4,000	(336)	310	3,664	4,000	(336)	310
<b>Total Other Operating Income</b>	<b>150,066</b>	<b>146,376</b>	<b>3,690</b>	<b>137,088</b>	<b>150,066</b>	<b>146,376</b>	<b>3,690</b>	<b>137,088</b>
<b>Adjusted Gross Income</b>	<b>150,066</b>	<b>146,376</b>	<b>3,690</b>	<b>226,365</b>	<b>150,066</b>	<b>146,376</b>	<b>3,690</b>	<b>226,365</b>
<b>Operating Expenses</b>								
Salaries and Wages	124,074	169,319	(45,245)	106,000	124,074	169,319	(45,245)	106,000
Payroll Taxes and Benefits	28,770	47,535	(18,765)	33,770	28,770	47,535	(18,765)	33,770
Labor Allocations to Events	(19,610)	(70,483)	50,873	(33,264)	(19,610)	(70,483)	50,873	(33,264)
<b>Net Salaries and Benefits</b>	<b>133,234</b>	<b>146,371</b>	<b>(13,137)</b>	<b>106,506</b>	<b>133,234</b>	<b>146,371</b>	<b>(13,137)</b>	<b>106,506</b>
Contracted Services	17,204	20,928	(3,724)	16,655	17,204	20,928	(3,724)	16,655
General and Administrative	32,175	22,535	9,640	30,250	32,175	22,535	9,640	30,250
Operations	3,151	6,800	(3,649)	13,863	3,151	6,800	(3,649)	13,863
Repair and Maintenance	23,227	21,417	1,810	15,845	23,227	21,417	1,810	15,845
Operational Supplies	10,439	15,417	(4,978)	4,701	10,439	15,417	(4,978)	4,701
Insurance	2,698	10,251	(7,553)	4,084	2,698	10,251	(7,553)	4,084
Utilities	70,514	77,030	(6,516)	69,278	70,514	77,030	(6,516)	69,278
SMG Management Fees	13,772	13,978	(206)	13,542	13,772	13,978	(206)	13,542
<b>Total Operating Expenses</b>	<b>306,414</b>	<b>334,727</b>	<b>(28,313)</b>	<b>274,724</b>	<b>306,414</b>	<b>334,727</b>	<b>(28,313)</b>	<b>274,724</b>
<b>Net Income(Loss) From Operations</b>	<b>(156,348)</b>	<b>(188,351)</b>	<b>32,003</b>	<b>(48,359)</b>	<b>(156,348)</b>	<b>(188,351)</b>	<b>32,003</b>	<b>(48,359)</b>
<b>Other Non-Operating Expenses</b>								
<b>Adjusted Net Income(Loss)</b>	<b>(156,348)</b>	<b>(188,351)</b>	<b>32,003</b>	<b>(48,359)</b>	<b>(156,348)</b>	<b>(188,351)</b>	<b>32,003</b>	<b>(48,359)</b>

3

**SMG - Van Andel Arena**  
**Grand Rapids - Kent County Convention/Arena Authority**  
**Event Summary**  
**For the One Month ended July 31, 2013**

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

**As Percentage of Overall**

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

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

**ASSETS**

**Current Assets**

Cash	2,073,173
Account Receivable	3,418,992
Prepaid Expenses	16,403
<b>Total Current Assets</b>	<b>\$5,508,567</b>

**Total Assets**

**\$5,508,567**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	215,167
Accrued Expenses	293,854
Deferred Income	1,552,217
Advanced Ticket Sales & Deposits	2,661,574
<b>Total Current Liabilities</b>	<b>\$4,722,812</b>

**Other Liabilities**

**Equity**

Funds Remitted to CAA	67,026
Expenses Paid Direct by CAA	875,077
Beginning Balance Equity	(156,348)
<b>Total Equity</b>	<b>\$785,755</b>
<b>Total Liabilities and Equity</b>	<b>\$5,508,567</b>

5

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

---

Current - Under 30 Days	
Food & Beverage	243,819
Ticketing	2,154,358
Merchandise	23,070
Permanent Advertising	35,539
DeVos Place	(61,622)
Operating	935,474
Over 30 Days	22,354
Over 60 Days	66,000
Over 90 Days	
Total Accounts Receivable	3,418,992

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

---

**MANAGEMENT FEE SUMMARY**

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

Incentive Fee Calculation (Only if above greater than zero)

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

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

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

# VAN ANDEL ARENA® WEEKLY

**Item 4**

DATE '13	EVENT	EC	MOD	ROOM	TIME	FUNCTION
Wed, Aug 21	Deloitte & Touche	CM	CHRIS	Board Room	8A-5P	SMG Audit
Thur, Aug 22	Deloitte & Touche	CM	CHRIS	Board Room	8A-5P	SMG Audit
Fri, Aug 23	Deloitte & Touche	CM	CHRIS	Board Room	8A-5P	SMG Audit
Sat, Aug 24	Available					
Sun, Aug 25	Available					
Mon, Aug 26	Deloitte & Touche	CM	CHRIS	Board Room	8A-5P	SMG Audit
Tue, Aug 27	Deloitte & Touche	CM	CHRIS	Board Room	8A-5P	SMG Audit
Wed, Aug 28	Deloitte & Touche	CM	CHRIS	Board Room	8A-5P	SMG Audit
Thur, Aug 29	Deloitte & Touche	CM	CHRIS	Board Room	8A-5P	SMG Audit
Fri, Aug 30	Deloitte & Touche	CM	CHRIS	Board Room	8A-5P	SMG Audit
Sat, Aug 31	Available					
Sun, Sep 1	Available					
Mon, Sep 2	Closed – Labor Day 					
Tue, Sep 3	Available					
Wed, Sep 4	Available					
Thur, Sep 5	Available					
Fri, Sep 6	Available					
Sat, Sep 7	Available					
Sun, Sep 8	Available					
Mon, Sep 9	Available					
Tue, Sep 10	Available					
Wed, Sep 11	Available					
Thur, Sep 12	Available					
Fri, Sep 13	Available					
Sat, Sep 14	Stephanie Smith	JD		The Vault	3:00 PM	Wedding/Reception
Sun, Sep 15	Available					
Mon, Sep 16	Ringling Bros. Circus	KP		Arena	8:00 AM	Load-in
Tue, Sep 17	Ringling Bros. Circus	KP		Arena	8:00 AM	Load-in
Wed, Sep 18	Ringling Bros. Circus	KP		Arena	8:00 AM	Load-in
Thur, Sep 19	Ringling Bros. Circus	KP		Arena	7:00 PM	Performance
Fri, Sep 20	Ringling Bros. Circus	KP		Arena	11:00 AM 3:00 PM 7:00 PM	Performance Performance Performance
Sat, Sep 21	Ringling Bros. Circus	KP		Arena	1:00 PM 5:00 PM	Performance Performance
Sun, Sep 22	Ringling Bros. Circus	KP		Arena	8:00 AM	Load-out

**DEVOSPLAGE****REVISED WEEKLY – 2013**

DATE	EVENT NAME	ROOMS IN USE	TIME	DETAILS	EC	EST. ATTEND.
THURS. AUG 29	2013 Annual International Conference- IAAO Overlook	***Grand Gallery/River Overlook	***8:00am-12:00pm	***IAAO Staff Office/AV Storage Move Out	RH	n/a
FRI. AUG 30	Amway China Meeting	River Overlook CD River Overlook CD River Overlook CD River Overlook EF River Overlook CD/EF River Overlook CD/EF	9:00 am 10:00 am 11:00 am – 12:30 pm 12:30 pm – 1:30 pm 1:30 pm – 3:00 pm 2:00 pm	Translator Arriving Client Arrival Business Meeting Lunch A/V Load out Departure	ES	65
SAT. AUG 31						
SUN, SEPT 1						
MON, SEPT 2						
TUE, SEPT 3	ARTPRIZE	SKYWAY	8:00AM-11:39PM	SETUP	n/a	
	DVP parking lot	DVP parking lot to be cleaned	8:00AM-11:39PM	We may also have the parking lines repainted this week	n/a	
WED, SEPT 4	ARTPRIZE	SKYWAY	8:00AM-11:39PM	SETUP	n/a	
	DVP parking lot	DVP parking lot - lines to be repainted	8:00AM-11:39PM	Tentative	n/a	
THU, SEPT 5	ARTPRIZE	SKYWAY	8:00AM-11:39PM	SETUP	n/a	
	DVP parking lot	DVP parking lot - lines to be repainted	8:00AM-11:39PM	Tentative	n/a	
FRI, SEPT 6	ARTPRIZE	SKYWAY	8:00AM-11:39PM	SETUP	n/a	
	DVP parking lot	DVP parking lot - lines to be repainted	8:00AM-11:39PM	Tentative	n/a	
SAT, SEPT 7	ARTPRIZE	SKYWAY	8:00AM-11:39PM	SETUP	n/a	
			8:00AM-11:39PM			

EH A-C = Exhibit Halls A-C    GGO A-H = Grand Gallery Meeting Rooms A-F  
BALL A-D = Ballroom A-D    RO A-F = River Overlook A-FGGO A-H = Overlook Meeting Rooms A-H    MON A-D = Monroe Meeting Rooms  
DVPH = Devos Performance Hall

## DEVOS PLACE

## REVISED WEEKLY – 2013

SUN. SEPT 8	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP	n/a
MON. SEPT 9	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP	n/a
	Michigan Dock door 6 rebuild DeVos Place	Michigan Dock door 6 rebuild DeVos Place	8:00AM-11:59PM	Rebuild	n/a
TUES. SEPT 10	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP	n/a
	Michigan Dock door 6 rebuild DeVos Place	Michigan Dock door 6 rebuild DeVos Place	8:00AM-11:59PM	Rebuild	n/a
WED. SEPT 11	GRRCON '13	Business Center Ballroom A,B,C,D, Seccchia Lobby Grand Gallery EF	6:00am - 5:00pm 6:00am - 5:00pm 9:00am	Client Arrival/Office Client Setup Client Setup Forensics & Metasploit Training	EK
		Grand Gallery D Ballroom B Ballroom B Ballroom B	7:30am-12:30pm 12:00pm-5:00pm 12:00pm-5:00pm 5:00pm	ArtCraft Setup Vendor Setup A/V Setup Client Departure	
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP	
	Michigan Dock door 6 rebuild DeVos Place	Michigan Dock door 6 rebuild DeVos Place	8:00AM-11:59PM	Rebuild	n/a
THURS. SEPT 12	GRRCON '13	Business Center West GG Ball A	7:00am 8:00am-8:45am 8:45am	Client Arrival/Office Registration Welcome: Intro to GrnCON	EK
		Ball A Ball A,C,D, GG EF Ball B Ball A,C,D GG EF GG EF Seccchia Lobby Ball A,C,D, GG EF Ball A,C,D, GG EF Seccchia Lobby Ball A,C,D, GG EF Ball A,C, GG EF Ball D Ball D	9:00am 10:00am-11:00am 10:00am-9:00pm 11:00am-12:00pm 11:00am-11:30am 11:30am-12:00pm 12:00pm-1:00pm 1:00pm-2:00pm 2:00pm-3:00pm 3:00pm-3:30pm 3:30pm-4:00pm 4:00pm-5:00pm 4:00pm-5:00pm 5:00pm-9:30pm 9:30pm	Keynote: Kevin Johnson Sessions Exhibits Sessions Presentation Presentation Lunch Break Sessions Sessions Break Sessions Sessions After Party Setup GrnCON After Party Client Departure	
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP	n/a

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MON A-D = Monroe Meeting Rooms

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## DEVOS PLACE

## REVISED WEEKLY – 2013

	Michigan Dock door 6 rebuild DeVos Place	Michigan Dock door 6 rebuild DeVos Place	8:00AM-11:59PM	Rebuild		n/a
FRI. SEPT 13	GRRCON '13	Business Center West GG Ball A	7:00am- 8:00am-9:00am 9:00am	Client Arrival/Office Registration Keynote: Georgia Weidman Sessions Exhibits Sessions Presentations Presentations Lunch Break Sessions Sessions Presentations Presentations Presentations Presentations Keynote: Mike Kemp Closing Ceremony Client Load Out Client Load Out Client Departure	EK	
		Ball A,C,D, GG EF Ball B Ball A, GG EF Ball C,D Ball C,D Seccchia Lobby Ball A,C,D, GG EF Ball A,C,D, GG EF Ball A,C, GG EF Ball D Ball D Ball A Ball A Ball A,B,C,D, Seccchia Lobby GG D, EF	10:00am-11:00am 10:00am-5:00pm 11:00am-12:00pm 11:00am-11:30am 11:30am-12:00pm 12:00pm-1:00pm 1:00pm-2:00pm 2:00pm-3:00pm 3:00pm-4:00pm 3:00pm-3:30pm 3:30pm-4:00pm 4:00pm-5:00pm 5:00pm-5:30pm 5:30pm-8:00pm 5:30pm-8:00pm 8:00pm	SETUP MEETING SETUP Rebuild	JD RP n/a	
	WEST MICHIGAN MOM'S SALE	EH A	8:00AM-11:59PM	SALE	JD	
	CITY MANAGERS MEETING	GGO A	8:00AM-11:59PM	MEETING	JD	
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP	JD	
	Michigan Dock door 6 rebuild DeVos Place	Michigan Dock door 6 rebuild DeVos Place	8:00AM-11:59PM	Rebuild	JD	
SAT. SEPT 14	WEST MICHIGAN MOM'S SALE	EH A	8:00AM-11:59PM	SALE	JD	
	2013 HCAM/MCAL Annual Convention and Expo	Business Center	10:00 am- 10:00 pm	Client Storage	JD	n/a
	HBCU COLLEGE FAIR	BALL CD, BALL CD PREFUC, BALL D COAT ROOM	8:00AM-11:59PM 8:00AM-11:59PM		JD	
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP	JD	
SUN. SEPT 15	2013 HCAM/MCAL Annual Convention and Expo	Grand Gallery A-F, Ballrooms CD Building Business Center Business Center Ballroom CD Pre-Function Grand Gallery A-F Ballroom CD Grand Gallery A-F Building Ballrooms C, D	7:00 am 7:45 am ALL DAY 8:00 am 11:30 am- 5:00 pm 12:30 pm- 1:30 pm 1:45 pm- 2:45 pm 3:00 pm- 5:15 pm 6:00 pm 6:00 PM	AV Load In Entrances Unlocked Staff Office Client Arrival, Walk Through, Set Up Registration Open Concurrent Breakout Sessions Plenary Concurrent Breakout Sessions Activities done and entrances locked OPS Changeover Ballroom C, D	JD	600

EH A-C = Exhibit Halls A-C    GGO A-H = Grand Gallery Meeting Rooms A-H  
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 RO A-F = River Overlook A-F

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 MON A-D = Monroe Meeting Rooms

8/29/13

# DEVOSPLACE

## REVISED WEEKLY – 2013

		Ballrooms C, D Ballroom B	6:00 PM Overnight	OPS Strike Stage Amway Linen Ballroom B
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP
MON. SEPT 16	2013 HCAM/MCAL Annual Convention and Expo	Building Business Center Business Center Ball CD Pre-Function Exhibit Hall C/MI Docks Ball B Ball A and Ball A Pre-Function Exhibit Hall C Grand Gallery A-D, Ball C, Ball D Ball B Grand Gallery A-D, Ball C, Ball D Grand Gallery EF Exhibit Hall C Exhibit Hall C Exhibit Hall C/MI Docks Ball Pre-Function Space Building	6:30 am 7:00 am ALL DAY 8:00 am-5:00 pm 8:00 am-2:00 pm 8:00 am 9:00 am-10:00 am 10:00 am-11:00 am 11:00 am-1:00 pm 11:15 am-12:15 pm 12:15 pm-2:00 pm 2:00 pm-3:00 pm 2:00 pm-3:00 pm 3:00 pm-5:30 pm 3:30 pm-5:30 pm 5:30 pm-7:00 pm 5:00 PM 7:00 pm	Entrances Unlocked Client Arrival Staff Office Registration Open Exhibitor Load In Decorator Set-Up Breakfast and Welcome Keynote Exhibitor Lunch Buffet Concurrent Breakout Sessions Awards Recognition and Lunch Concurrent Breakout Sessions MCAL General Membership Meeting Strolling Reception Annual Expo Show Exhibitor Load Out OPS Set Rounds/Lunch Buffet tables Activities done and entrances locked SETUP
TUES. SEPT 17	2013 HCAM/MCAL Annual Convention and Expo	Building Business Center Business Center Ballroom CD Pre-Function Ballroom A and Ballroom A Pre-Function Grand Gallery AB, Ballroom C, Ballroom D Ballroom CD Pre-Function Space Ballroom C, Ballroom D Grand Gallery AB Ballroom D, Grand Gallery AB Ballroom CD Ballroom CD Pre-Function Space Ballroom Pre-Function Space Building	6:30 am 7:00 am ALL DAY 8:00 am-4:15 pm 8:00 am-10:00 am 10:15 am-12:30 pm 12:30 pm-2:00 pm 2:00 pm-3:00 pm 2:00 pm-3:00 pm 3:15 pm-4:15 pm 4:15 PM 4:15 PM 4:15 PM 5:00 pm	Entrances Unlocked Client Arrival Staff Office Registration Open Breakfast and Keynote Concurrent Breakout Sessions Lunch to Go/Down Time Concurrent Breakout Sessions MCAL: State Department Update Concurrent Breakout Sessions OPS Changeover to Ballrooms CD OPS add stage OPS add breakfast buffet OPS strike Rounds/Lunch Buffet tables Activities done and entrances locked A/V Load In and Setup Client Arrival Client Departure
	COLOR & LIGHT SEMINAR	RO AB	8:00AM-11:59PM	MEETING
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	SETUP
	CLASSICAL I	DVPH	8:00AM -12PM 7:30PM-10PM	SETUP REHEARSAL

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8/29/13

# DEVOSPLACE

## REVISED WEEKLY – 2013

WED. SEPT 18	2013 HCAM/MCAL Annual Convention and Expo	Building Business Center Business Center Ballroom CD Pre-Function Space Ballrooms CD Ballrooms CD Ballrooms CD Building	6:30 am 7:00 am ALL DAY 8:00 am-10:00 am 8:00 am-8:30 am 8:30 am-11:50 am 11:30 am 12:00 pm	Entrances Unlocked Client Arrival Staff Office Registration Breakfast and Closing Remarks Plenaries AV Load Out Activities done and entrances locked	JD	600
	Chase Business Banking Insight Seminars	Ballroom B Ballroom B Ballroom B Ballroom B Ballroom B Ballroom B Ballroom B Ballroom B Ballroom B SKYWAY	6:30am 7:00am 7:00am-8:00am 8:00am-9:00am 8:15am 8:30am 9:00am-9:30am 9:30am 9:45am-2:30pm 8:00AM-11:59PM	Client Arrival Speaker Rehearsals Breakfast Registration Speaker Presentation Close (1) buffet table Close second buffet table Networking Meeting Concludes Tear Down EXHIBIT	EK	200
	ARTPRIZE	Skywalk	5:00pm 6:00pm-8:00pm 3:30P-6PM 7:30PM-10PM	Bar and food station set up Walking Reception through Skywalk REHEARSAL REHEARSAL	JD	200
	ARTPRIZE	DVPH			JH	
	CLASSICAL I					
THURS. SEPT 19	ARTPRIZE	SKYWAY	8:00AM-11:59PM	EXHIBIT	JD	
	CLASSICAL I	DVPH	7:30PM-10PM	REHEARSAL	JH	
FRI. SEPT 20	MAPERS 2013 ANNUAL CONVENTION	BALL D COAT BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM	MOVEIN MOVEIN	RP	
	METRO HEALTH HOSPITALITY DINNER	BALL A-D	8:00AM-11:59PM	MOVEIN	RP	
	BRIDAL SHOW OF WEST MICHIGAN	EH A	8:00AM-11:59PM	MOVE IN	RH	
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	EXHIBIT	JD	
	ARTPRIZE LECTURE	GGA GGA GGA GGA GGA GGA GGA	10:00AM-10:45AM 11:05AM-11:50AM 12:05AM-12:50PM 1:05AM-1:50AM 2:05AM-2:50PM. 3:05AM-3:50PM 4:05AM-4:50PM. 5:05AM-5:50PM. 6:05AM-6:50PM.	LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE	JD	100
	CLASSICAL I	RECITAL HALL DVPH RECITAL HALL	7PM-7:30PM 8PM-10PM 10PM-12AM	UPBEAT PERFORMANCE RECEPTION	JH	
SAT. SEPT 21	MAPERS 2013 ANNUAL CONVENTION	BALL D COAT BUS CNTR	8:00AM-11:59PM 8:00AM-11:59PM	MOVEIN MOVEIN	RP	

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 MON A-D = Monroe Meeting Rooms

DVPH = DeVos Performance Hall

# DEVOSPLACE

## REVISED WEEKLY – 2013

	METRO HEALTH HOSPITALITY DINNER	BALL A-D MON B-D RO AB RO LOBBY SECCHIA EH A	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	BANQUET BANQUET BANQUET BANQUET BANQUET MOVE IN	RP
	BRIDAL SHOW OF WEST MICHIGAN	SKYWAY	8:00AM-11:59PM	EXHIBIT	JD
	ARTPRIZE	CGA GGA GGA GGA GGA GGA GGA GGA GGA GGA RECITAL HALL DVPH	10:00AM-10:45AM 11:05AM-11:50AM 12:05AM-12:50PM 1:05AM-1:50AM 2:05AM-2:50PM. 3:05AM-3:50PM. 4:05AM-4:50PM. 5:05AM-5:50PM. 6:05AM-6:50PM. 7PM-7:30PM 8PM-10PM 10PM-12AM	LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE UPBEAT PERFORMANCE MOVE OUT	JD 100
	CLASSICAL I				JH
SUN. SEPT 22	MAPERS 2013 ANNUAL CONVENTION	BALL A-D BALL D COAT BUS CNTR SECCHIA LOBBY SKYWAY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	SETUP SETUP SETUP SETUP EXHIBIT	RP
	ARTPRIZE	CGA GGA GGA GGA GGA GGA GGA GGA GGA GGA DVPH	10:00AM-10:45AM 11:05AM-11:50AM 12:05AM-12:50PM 1:05AM-1:50AM 2:05AM-2:50PM. 3:05AM-3:50PM. 4:05AM-4:50PM. 5:05AM-5:50PM. 6:05AM-6:50PM. 10AM-3PM 8PM – 10PM 10PM – 12AM	LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE MOVE IN PERFORMANCE MOVE OUT	JD 100
MON. SEPT 23	MAPERS 2013 ANNUAL CONVENTION	BALL A-C BALL D COAT BUS CNTR RO AB SECCHIA LOBBY SKYWAY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	CONVENTION CONVENTION CONVENTION CONVENTION CONVENTION	RP
TUES. SEPT 24	MAPERS 2013 ANNUAL CONVENTION	BALL A,B BALL D COAT	8:00AM-11:59PM 8:00AM-11:59PM	LOADOUT LOADOUT	RP

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6  
 8/29/13

# DEVOSPLACE

## REVISED WEEKLY – 2013

		BUS CNTR SECCIA LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	LOADOUT LOADOUT MEETING LUNCH	ES
	ROCKWELL KICKOFF MEETING	GGO AB GGO C GGO GH GGO LOBBY SKYWAY	8:00AM-11:59PM		
	ARTPRIZE				
WED. SEPT 25	Spartan Stores Pharmacy Conference	River Overlook ABCDEF, Chase Boardroom River Overlook ABCDEF River Overlook Lobby, Chase Boardroom River Overlook ABCDEF, Chase Boardroom River Overlook ABCDEF, Chase Boardroom River Overlook AB River Overlook ABCDEF, Chase Boardroom	9:00am-9:30am-1:00pm 9:30am-1:00pm 1:00pm-3:00pm 2:30pm-3:30pm 3:30pm-4:00pm 4:00pm-6:00pm 6:00pm	Client Arrival AV/Production Setup Vendor Setup Client Break Client Arrival Guest Arrival Corporate Rx Manager Meeting Client Departure	EK 200
	MSAE EMERGING PROFESSIONALS LUNCH	CHASE	8:00AM-11:59PM	MEETING	ES
	ROCKWELL KICKOFF MEETING	GGO AB GGO C GGO D GGO E GGO F GGO G GGO H GGO LOBBY SKYWAY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING MEETING MEETING MEETING MEETING MEETING	ES
	ARTPRIZE				
THURS. SEPT 26	Spartan Stores Pharmacy Conference	River Overlook ABCDEF, Chase Boardroom River Overlook Lobby River Overlook CD River Overlook AB River Overlook AB River Overlook Lobby River Overlook E,F River Overlook Lobby, Ballroom CD River Overlook E River Overlook Lobby, Chase Boardroom River Overlook E,F River Overlook AB River Overlook AB River Overlook ABCDEF, Chase Boardroom River Overlook ABCDEF, Chase Boardroom	7:00am-7:30am-8:00am 7:30am-8:00am 8:00am-8:30am 8:30am-10:00am 10:00am-10:15am 10:15am-12:00pm 10:15am-12:00pm 12:00pm-1:00pm 1:00pm-2:30pm 2:30pm-4:00pm 2:30pm-4:00pm 4:00pm-5:00pm 5:00pm-5:30pm 6:00pm 5:30pm-7:00pm	Client Arrival Registration Breakfast Opening Session Speaker Break Vendor Exhibits Breakout Sessions Lunch Vendor Summit Vendor Exhibits Breakout Sessions Speaker Awards and Closing Client Departure Production and Vendor Tear Down	EK 200
	ROCKWELL KICKOFF MEETING	GGO AB GGO C GGO D GGO E	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING MEETING MEETING MEETING	ES

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7  
 8/29/13

# DEVOSPLACE

## REVISED WEEKLY – 2013

		GGOF GGO G GGO H GGO LOBBY	8:00AM-11:59PM 8:00AM-11:59PM 8:00AM-11:59PM	MEETING LUNCH MEETING MEETING	
	GFS 2013 ANNUAL FOOD SHOW		8:00AM-11:59PM	ART CRAFT SETUP	
	ARTPRIZE	SKYWAY	8:00AM-11:59PM		
	GRS - POPS I	DVPH	8:00AM-1:00PM 7PM-10PM	MOVE IN REHEARSAL	AK
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FRI. SEPT 27	GFS 2013 ANNUAL FOOD SHOW		8:00AM-11:59PM	ART CRAFT SETUP	
	GRS - POPS I	DVPH	8PM-10PM	PERFORMANCE	AK
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	EXHIBIT	JD
	ARTPRIZE LECTURE	GGA GGA GGA GGA GGA GGA GGA GGA	10:00AM-10:45AM 11:05AM-11:50AM 12:05AM-12:50PM 1:05AM-1:50AM 2:05AM-2:50PM. 3:05AM-3:50PM. 4:05AM-4:50PM. 5:05AM-5:50PM. 6:05AM-6:50PM.	LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE	JD 100
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SAT. SEPT 28	GFS 2013 ANNUAL FOOD SHOW	EH ABC	8:00AM-11:59PM	ARTCRAFT SETUP	RH
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	EXHIBIT	JD
	ARTPRIZE LECTURE	GGA GGA GGA GGA GGA GGA GGA GGA DVPH	10:00AM-10:45AM 11:05AM-11:50AM 12:05AM-12:50PM 1:05AM-1:50AM 2:05AM-2:50PM. 3:05AM-3:50PM. 4:05AM-4:50PM. 5:05AM-5:50PM. 6:05AM-6:50PM. 8PM-10PM	LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE PERFORMANCE	JD 100
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SUN. SEPT 29	GFS 2013 ANNUAL FOOD SHOW	EH ABC	8:00AM-11:59PM	MOVE IN	RH
	ARTPRIZE	SKYWAY	8:00AM-11:59PM	EXHIBIT	JD
	ARTPRIZE LECTURE	GGA GGA GGA GGA GGA GGA	10:00AM-10:45AM 11:05AM-11:50AM 12:05AM-12:50PM 1:05AM-1:50AM 2:05AM-2:50PM. 3:05AM-3:50PM. 4:05AM-4:50PM. 5:05AM-5:50PM. 6:05AM-6:50PM. 4:05AM-4:50PM.	LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE LECTURE	JD 100

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