



October 29, 2010

Mr. Joseph Wells
2322 5th Street 204
Santa Monica, CA, 90405

Dear Mr. Wells:

Thank you for considering DeVos Place for the 2011 College Table Tennis National Championships. We appreciate the opportunity to earn your business and trust that you will be impressed with both our facility and staff.

DeVos Place is managed by **SMG**, the world's largest facility management company dedicated to achieving the goals and objectives of your meetings, conventions, conferences and trade shows. When you select DeVos Place, you're selecting a group of professionals driven to meet and exceed your needs and expectations. That is why SMG professionals are known in the industry as **"The People Behind the Performance."**

I am pleased to offer the following 2011 proposal for your review. If you have any questions please feel free to contact me directly at (616)742-6502 or email at kbart@smggr.com.

Once again, thank you for the opportunity to host your event. I look forward to speaking with you soon.

Sincerely,

A handwritten signature in black ink that reads "Kathy Bart".

Kathy Bart, CMP
Director of Sales

attachments

DEVOS PLACE™

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





NATIONAL COLLEGIATE TABLE TENNIS ASSOCIATION
2011 COLLEGE TABLE TENNIS NATIONAL
CHAMPIONSHIPS

Mr. Joseph Wells
2322 5th Street 204
Santa Monica, CA, 90405
Email: vicepresident@nctta.org

Prepared By:
Ms. Kathy Bart, CMP
Director of Sales
October 29, 2010



303 Monroe Ave * Grand Rapids, MI 45903 * Phone 616.742.6502 * Fax 616.742.6590
kbart@smggr.com www.devosplace.org

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NATIONAL COLLEGIATE TABLE TENNIS ASSOCIATION 2011 COLLEGE TABLE TENNIS NATIONAL CHAMPIONSHIPS LEASE PROPOSAL

AVAILABLE DATES: March 30 – April 3, 2011

Space Needs	Function	Rental Per Day	# of Days	Total
Exhibit Hall B	Practice & Competition	\$4,850.00	4	\$19,400.00
	set-up day	No Charge	1	\$0.00
Monroe Room A-D	Meetings/Lounges	No Charge	4	\$0.00
	Total			\$19,400.00
	Less DVP Discount			-\$9,400.00
	Less CVB Subsidy			-\$3,000.00
	Less WMSC Subsidy			-\$1,000.00
	Less Hotel Rebate			-\$6,000.00
				\$0.00

Hotel Rebate, DVP Discount and CVB Subsidy based on a minimum room pick up of 400 paid overnight rooms.

April 20-24, 2011

Space Needs	Function	Rental Per Day	# of Days	Total
Exhibit Hall A	Practice & Competition	\$4,850.00	4	\$19,400.00
	set-up day	No Charge	1	\$0.00
	Total			\$19,400.00
	Less DVP Discount			-\$11,400.00
	Less CVB Subsidy			-\$3,000.00
	Less WMSC Subsidy			-\$1,000.00
	Less Hotel Rebate			-\$4,000.00
				\$0.00

Hotel Rebate, DVP Discount and CVB Subsidy based on a minimum room pick up of 400 paid overnight rooms.

Event days include (12) consecutive hours of usage between 8:00 am and 11:59 pm. All hours in excess of those hours are invoiced at 10% of the daily standard rate.

EQUIPMENT RENTAL:

Art Craft Display Inc. is our preferred vendor for booths, pipe and drape and carpet. Please contact them at (616) 791-8024 for prices. A "Decorator Agreement" for outside vendors must be submitted.

Our in house A/V company is Blue Water Technologies. The contact is Paul Ymker at 616-742-6641 or pymker@bluewatertech.com. There is no penalty for using an outside A/V company; however, all A/V equipment is subject to union technician fees. See IATSE information below.

FOOD AND BEVERAGE:

All food and beverage requirements are provided by the Amway Grand Plaza Hotel. Please contact the sales and catering department at (616) 776-6400 or sales@amwaygrand.com for menus and prices.

INSURANCE:

DeVos Place requires a \$1,000,000 general liability policy naming SMG, City of Grand Rapids, County of Kent, Grand Rapids-Kent County Convention/Arena Authority, and the City-County Joint Building Authority as additional insured. We can purchase this on your behalf if you cannot provide it at \$0.55 per attendee with a \$125.00 minimum. Please see specifics below for the complete breakdown.

MISCELLANEOUS:

~\$60.00 per 110v/20amp electrical hookup

~\$50.00 per wireless internet connection - \$300.00 per wired internet connection

~\$20.00 per 6'x8' (riser) or 4'x8' (stage) section

~\$150.00 per phone line

~\$1.00 per ½ an hour or \$10.00 daily parking rate. Parking lot owned and operated by GR Parking Services.

We are a union facility in regards to A/V equipment only. Depending on the A/V equipment you have for your event, technicians may be required to assist in set-up, event time and load-out of the rooms.

Stagehands: DeVos Place utilizes IATSE Local 26 for all A/V needs. Current rates are:

Department Head	\$28.00/hr each
Stagehand	\$23.00/hr each

DEVOS PLACE®

EVENT EXPENSES

The rent and contract structure at DeVos Place is designed in a manner to customize each individual event. The rent for the facility space listed in your contract covers some items and services, but not all event expenses.

This information is designed to help you and your DeVos Place Coordinator plan your event based on your specific needs, and you event's requirements. The following list is not meant to be all inclusive, but to give you an idea of what questions to ask, and how valuable discussions will be with your Coordinator in pre-planning your event.

Items Included in Your Rent	Equipment & Services NOT Included in Your Rent; Available at Extra Charges
<small>CMAP</small> Event Coordinator services	<small>CMAP</small> Telephone, internet, or electric/power services
<small>CMAP</small> Appropriate lighting level: work lights vs. show lights	<small>CMAP</small> Fax and/or business services
<small>CMAP</small> Space/room as contracted: area & date and time of day/night.	<small>CMAP</small> Water, drainage services
<small>CMAP</small> Standard HVAC settings	<small>CMAP</small> Compressed air service
<small>CMAP</small> Standard custodial services	<small>CMAP</small> Room set change-overs
<small>CMAP</small> Entrance stanchions or turn-styles as needed.	<small>CMAP</small> Additional tables, chairs, linen, specialty tables
<small>CMAP</small> Concession stand services (schedule in advance)	<small>CMAP</small> Audio Visual equipment
<small>CMAP</small> Coat racks and set-up	<small>CMAP</small> Lecterns, flags, easels, radios
<small>CMAP</small> Client keys for contracted space (will need to sign deposit form)	<small>CMAP</small> Extra Stanchions
<small>CMAP</small> Meeting Rooms: first standard room set(s): theater style, banquet style, or classroom style w/ one skirted table	<small>CMAP</small> Cable ramp covers
<small>CMAP</small> Exhibit Halls: banquet rounds of 10 for functions with food.	<small>CMAP</small> Stage decks or risers
<small>CMAP</small> Banquet service breakdown tables	<small>CMAP</small> Pipe and drape
<small>CMAP</small> Skirted Registration Tables: (meeting rooms: 1-2 & exhibit halls: 1-6)	<small>CMAP</small> Carts, pallet jacks, forklifts, boom lifts, genie lifts
	<small>CMAP</small> Box office set-up fee
	<small>CMAP</small> Sign or Banner hanging
	<small>CMAP</small> Shipping & receiving
	<small>CMAP</small> Excessive clean-up and/or trash removal
	<small>CMAP</small> Labor services: stagehands, coat check, badge check, EMTs, fire-watch, traffic control, security, electricians, police
	<small>CMAP</small> Decorator services



INSURANCE

According to Section C on the License Use Agreement Standard Terms and Conditions, the following additional insured must be listed on the certificate of insurance that you send to DeVos Place ® for your event.

SMG

303 Monroe NW Grand Rapids, MI 49503

City of Grand Rapids

300 Monroe NW Grand Rapids, MI 49503

County of Kent

300 Monroe NW Grand Rapids, MI
49503

The City – County Joint Building Authority

300 Monroe NW Grand Rapids, MI
49503

Grand Rapids – Kent County Convention / Arena Authority

130 West Fulton Grand Rapids, MI 49503

Liability limits may not be less than indicated below for any accident involving injury, including death, to one or more persons and for property damage resulting from any one occurrence.

Comprehensive General Liability (including personal injury, contractual and products liability):	\$1,000,000.00
Bodily Injury- (each occurrence):	\$ 1,000,000.00
Property Damage: (including malicious mischief, vandalism, riot and commotion) each occurrence:	\$100,000.00
Aggregate:	\$1,000,000.00
Workers Compensation - (Statutory):	\$1,000,000.00

Management does reserve the right to request additional insurance coverage if activity of event warrants. Please discuss type of event and activities involved with your event coordinator to confirm required insurance coverage.