



WIGINGTON PAVILION

Client/Vendor Access Tours

What is a Client/Vendor Access Tour? This is a time for permit holders and their vendors to have access to the pavilion.

These times will be great opportunities for the following:

- Walk-through the space with your vendors
- Send your vendor that has never worked at the pavilion to see the facility*
- Take measurements
- Try out linens or chair covers on our tables/chairs
- Show your friends and family the venue you booked
- Get in the space to visualize décor
- Additional planning inspiration!

Tour information:

- There are no appointments necessary for Client/Vendor Tours, just stop by between the hours provided.
- The building will be promptly locked at the end of the scheduled timeframe so please plan accordingly.
- This will not be an opportunity for any one-on-one time with our event staff. If you are looking for a one-on-one or informational meeting with the Event Manager please reach out to schedule a private meeting or tour.

Tour information regarding vendors:

- You do not need to be present with your vendors for them to see the space but these are not guided tours. If your vendors just want to see the space, please feel free to send them during this time.
- If vendor have any questions, please to direct them to the Harriet Island event staff and we will be happy to answer those questions by phone/email.

CVA tours are scheduled 1-2 times each month. We will notify clients who have scheduled events at Harriet Island of upcoming CVA tour opportunities. Please email harrietisland@ci.stpaul.mn.us if you have additional questions.