

TBHC Collectors Day Procedures

Thank you for your participation in Collectors Day at the Tampa Bay History Center! We are looking forward to an exciting and fun filled event. Below you will find details regarding directions, parking, setting up, etc.

When: Sunday, May 20th, 2018

Please submit your application for Collectors Day no later than May 13th, 2018. A TBHC staff member will contact you to review your application, discuss your collection, and the procedures and policies for the day.

Address: Tampa Bay History Center. 801 Old Water Street, Tampa FL 33602

What to do upon arrival: On the day of the event, arrive between 8:30 and 9:30 am due to limited parking spaces in our garage/other available parking. Enter the museum ground level to unload your items and check in at the collectors check in table. You will receive a map of the museum along with your table number and gallery location assigned to you.

Parking: Limited parking spaces may be available in our staff/volunteer garage for collectors. Other parking options include:

Garrison Street Parking Lot: Corner of Garrison Street and Channelside Drive.

Channelside Parking Garage: 615 Channelside Drive, Tampa FL 33602.

It is recommended that you drop off your items at the ground level supervised by a staff member in order to find available parking.

Set Up: A TBHC volunteer will be on hand to assist you with your collection. Due to the limited number of carts, familiarity of the museum and the need for you to drop off items and find parking, the volunteer will assist delivering your items to your assigned table. **All collectors should be set up and ready to go in their assigned gallery location by 9:30 am.**

What else to know:

- Each floor will have a staff member or volunteer to assist collectors and answer questions.
- Collectors can be accompanied by one additional assistant at no cost.
- One 8ft table will be assigned to you. You are responsible for your own tablecloth, skirting, or other display materials.
- Items inappropriate for sensitive or younger visitors, plants, animals, food and beverage and live weapons are prohibited throughout the History Center.

- If applicable, submit a copy of permits per [Florida Statute 1004.57](#) for fossils, bones, or any vertebrate objects found on state lands no later than April 15th 2017.

- Refreshments will be provided in the *Publix Classroom* on the third floor balcony should you need to take a break. Restrooms are located off the second floor atrium next to the visitor's service desk, and on the third floor through the *War Stories* gallery.
- Prizes will be awarded at the end of the day to collectors with the most unusual and best overall collection.

Departure: After 4pm, volunteers will assist you by delivering your collection to the ground level for you while you bring your car to be loaded. **All collections should be on display until this time.**