

# VENDOR PACKET

## Miami International Water Polo Tournament – WP4

Bayfront Park / Maurice A. Ferré Park • 801 Biscayne Blvd, Miami, FL 33132

May 29–31, 2026



Vendor operations and requirements – Version 1.0 (Feb 2026)



## 1) About the Tournament

The Miami International Water Polo Tournament – WP4 ("Tournament") is a nonprofit international aquatic event hosted at Bayfront Park / Maurice A. Ferré Park in downtown Miami. The Tournament features multiple floating water polo fields and an on-shore sponsor and vendor zone open to athletes, families, and the public.

This Vendor Packet explains: (i) eligibility and requirements to operate on-site; (ii) pricing and deadlines; (iii) Bayfront Park rules that apply to all vendors; and (iv) the application and agreement to participate.

## 2) Vendor Space, Fee & What's Included

- Vendor space: One (1) 10' x 10' footprint in the Sponsor/Vendor Zone (exact placement assigned by Organizer).
- Vendor provides: 10' x 10' tent (maximum size 10' x 10'), weights/ballast, tables, chairs, signage, and any equipment needed for operations.
- Organizer provides: Basic lighting only for the tent area.
- Vendor fee: \$700 (flat fee) for the full Tournament weekend (May 29–31, 2026).
- Power: Power is NOT included by default. If you require power, you must request it in advance (see Section 6).

## 3) Key Dates & Deadlines (Vendor)

Item	Deadline / Date
Vendor application submitted	Rolling acceptance until spaces are filled
Vendor fee payment (\$700) due	At contract signature (invoice issued upon acceptance)
All required licenses/permits/COI due	No later than 7 days before event (May 22, 2026, 5:00 PM ET)
Load-in / setup window	Friday, May 29, 2026 • 7:00 AM – 11:00 AM (no late setup without approval)
Event operations	May 29–31, 2026 (hours confirmed in final vendor instructions)
Load-out / breakdown	Sunday, May 31, 2026 (after event close; schedule provided by Organizer)



## 4) Eligibility & Required Documentation

To operate on-site, each Vendor must be properly registered and licensed for their line of business and must submit the documentation listed below by the deadline in Section 3. Vendors who fail to submit required documents by the deadline will not be permitted to operate and all paid fees may be non-refundable.

- Completed Vendor Application Form (Appendix A).
- Executed Vendor Agreement (Appendix B).
- Government-issued photo ID for primary on-site contact.
- Business registration: active status with the Florida Division of Corporations (Sunbiz) (or equivalent for out-of-state entities).
- All business licenses required for your activity (e.g., City/County occupational license).
- DBPR documentation as applicable (especially for food service). Bayfront Park may have DBPR inspectors on-site to collect temporary license fees or verify exemptions for licensed permanent restaurants.
- Certificate of Insurance (COI) meeting the requirements in Section 5.
- If selling or sampling any regulated products (including alcohol): written pre-authorization from Organizer plus all applicable permits and insurance (see Section 7).
- If requesting power or using a generator: completed power request in the application and compliance with Section 6.

## 5) Insurance Requirements (Minimum)

All Vendors must carry insurance appropriate to their operations and provide a Certificate of Insurance (COI) before arriving on-site. Minimum requirements are aligned with Bayfront Park's Promoter's Kit and may be increased depending on your activities (e.g., cooking, alcohol, high-risk activations).

- Commercial General Liability (CGL): \$1,000,000 per occurrence; \$2,000,000 general aggregate.
- Automobile Liability (if vehicles used in operations): \$1,000,000 combined single limit (any auto, including hired/non-owned).
- Workers' Compensation: statutory (if applicable).
- Liquor Liability (if applicable): \$1,000,000 per occurrence / aggregate.
- Additional Insureds: Water Polo for All Corporation, Bayfront Park Management Trust, and the City of Miami must be listed as Additional Insureds on the applicable policies.



- Primary and non-contributory endorsement required where applicable.

Note: Vendors are responsible for confirming exact COI wording and endorsements with their insurer. Organizer may request copies of policies/endorsements as needed.

## 6) Power & Generator Policy

Power is limited and must be planned in advance. Vendors requiring electrical power (including refrigerators, freezers, blenders, cooking equipment, etc.) must declare requirements in the application and receive written confirmation from Organizer.

- Standard vendor fee (\$700) does not include electrical power.
- Power request fee: \$100 per plug for the full event (subject to availability).
- Per-plug limit: maximum 800 watts (0.8 kW) per plug. Equipment exceeding this limit requires separate approval and may require a generator.
- Generator permit coordination: \$200 per permit if requested through Organizer (subject to City/park approval).
- Generator equipment, fuel, operation, and safety are the Vendor's responsibility unless otherwise agreed in writing.
- Extension cords must be in safe condition (no frayed/unsafe cords). Cables must be secured to prevent trip hazards.
- Organizer/park may shut off power to any Vendor creating unsafe conditions or exceeding the approved load.

## 7) Food, Hot Food & Alcohol Restrictions

This is a family-friendly sports event. Selling or serving alcohol and/or hot food is not permitted without prior written authorization from Organizer and all required permits, inspections, and insurance.

- No alcohol sales or giveaways without written approval from Organizer AND required permits (including a liquor permit) and Liquor Liability insurance.
- If alcohol is approved: beverages must be served only in paper or plastic containers (no glass bottles, no metal cans). Alcohol sales must stop 1 hour before event end, and wristbands must be used to identify 21+ consumers.



- No hot food/cooking without written approval and proof of required food service licenses/permits.
- Food vendor placement must follow the Bayfront Park designated food areas approved with Fire Rescue; there can be no deviation from the plan.
- Fire extinguishers (food vendors): Two (2) 10 lb ABC extinguishers required at each food vendor location; if hot grease/oil is used, one (1) 10 lb 40BC extinguisher is also required. Extinguishers are checked by the Fire Marshal.
- Grease/charcoal disposal must follow park instructions; do not dispose of grease, oil, or charcoal on grass or into storm drains.

## 8) On-Site Operations & Park Rules (Summary)

All Vendors must comply with Bayfront Park Management Trust (BPMT) rules and instructions from Organizer, BPMT staff, Police, and Fire. Key requirements include:

- Placement: Vendor locations are assigned by Organizer and may be changed for safety, access, or operational reasons. Final placement is confirmed approximately 2 days before event start.
- Tent size: Maximum 10' x 10'. Tents must be properly weighted/ballasted (no ground staking unless approved).
- Load-in: Friday May 29, 2026, 7:00 AM–11:00 AM. Load-out occurs after event close Sunday May 31 (details provided).
- Vehicles & parking: Vendors must unload quickly and then park off-site. There is no vendor parking inside the park. Storage vehicles must be removed from the park no later than two (2) hours prior to the scheduled start of the event.
- Waste: Keep your area clean at all times. Place trash in designated bins/bags. Vendors are responsible for removing their materials/equipment and leaving the area in original condition.
- Signage: Vendor must display a current occupational license (visible and clean) and clearly show vendor name and phone number. Food vendors must comply with DBPR requirements and inspections.
- No glass bottles or metal cans may be dispensed. (Paper/plastic containers only.)
- Safety: Keep walkways clear. Do not create trip hazards. No open flames, propane, or cooking equipment unless approved and permitted.
- Compliance: Park management may inspect vendor areas. Non-compliance can result in removal from the event and loss of fees.



Organizer reserves the right to remove any Vendor that fails to comply with rules, creates safety risks, or operates outside of the approved business activity.

## 9) Prohibited Items & Activities

- Alcohol sales/giveaways without written authorization and required permits/insurance.
- Hot food/cooking without written authorization and required permits/inspections.
- Glass bottles or metal cans of any kind.
- Weapons, fireworks, or any illegal items.
- Unapproved amplified sound, music, or loudspeakers that interfere with event operations.
- Distribution of materials that conflict with the family-friendly nature of the event.

## 10) How to Apply / Next Steps

- Complete Appendix A (Vendor Application Form) and email it to the Organizer contact listed below.
- If accepted, Organizer will issue an invoice and provide Appendix B (Vendor Agreement) for signature.
- Submit all required licenses/permits/COI by May 22, 2026 (5:00 PM ET).
- Receive final placement and load-in instructions approximately 2 days before event start.

Organizer Contact: MIAMI INTERNATIONAL WATER POLO TOURNAMENT – Vendor Operations  
Email: [miamiwaterpolo@gmail.com](mailto:miamiwaterpolo@gmail.com) | Phone: +1 (786) 301-4373



## APPENDIX A – VENDOR APPLICATION FORM

Please complete this form and email it to [miamiwaterpolo@gmail.com](mailto:miamiwaterpolo@gmail.com). Type directly into the gray fields. Submission does not guarantee acceptance; vendors are selected based on fit, safety, and space availability.

Field	Response
<b>Business/Brand Name</b>	
<b>Legal Entity Name (as registered)</b>	
<b>Primary Contact Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Website / Social</b>	
<b>Business Address</b>	
<b>Describe products/services you will sell or promote</b>	
<b>Category (check one):</b> <input type="checkbox"/> Food (cold) <input type="checkbox"/> Food (hot/cooking) <input type="checkbox"/> Beverage (non-alcohol) <input type="checkbox"/> Retail/Merch <input type="checkbox"/> Services <input type="checkbox"/> Other	
<b>Do you need power?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (number of plugs requested: ___ )	
<b>If power is requested, list equipment + estimated watts per item</b>	
<b>Will you use a generator?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (type/size: _____ )	



MIAMI INTERNATIONAL WATER POLO TOURNAMENT  
– VENDOR PACKET

<b>Do you intend to sell/serve alcohol? <input type="checkbox"/> No <input type="checkbox"/> Yes (requires prior written approval + permits)</b>	
<b>Do you intend to cook or use hot grease/oil? <input type="checkbox"/> No <input type="checkbox"/> Yes (requires prior written approval + Fire requirements)</b>	
<b>Certificates/Licenses you will provide (list)</b>	
<b>Insurance carrier + policy number (list) – COI due by May 22, 2026</b>	
<b>Preferred placement notes (optional)</b>	

Acknowledgment: By submitting this Application, Vendor confirms that all information is accurate and agrees to comply with Organizer and Bayfront Park rules.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## APPENDIX B – VENDOR AGREEMENT

**1. Parties.** This Agreement is entered into between Water Polo for All Corporation ("Organizer"), a Florida nonprofit corporation, and \_\_\_\_\_ ("Vendor").

**2. Event.** Vendor will operate at the Miami International Water Polo Tournament – WP4, May 29–31, 2026, at Bayfront Park / Maurice A. Ferré Park, 801 Biscayne Blvd, Miami, FL 33132 (the "Event").

**3. Vendor Space.** Organizer grants Vendor one (1) 10' x 10' space in the Sponsor/Vendor Zone. Vendor must supply its own tent (maximum 10' x 10') and equipment. Final location is assigned by Organizer and may change for safety or operations. Organizer provides basic lighting only.

**4. Fees & Payments.** Vendor shall pay a flat fee of \$700 for the Event weekend. Fees are due at contract signature unless otherwise stated on invoice. Optional services: (a) power – \$100 per plug for the event; (b) generator permit coordination – \$200 per permit if requested through Organizer. All fees are non-refundable except as required by law or as expressly agreed in writing by Organizer.

**5. Power & Generators.** Power is limited and not guaranteed. Vendor must request power in advance and may not exceed 800 watts (0.8 kW) per plug without written approval. If using a generator, Vendor is responsible for equipment, fuel, safe operation, and compliance with all permits and Fire requirements.

**6. Licensing & Permits.** Vendor must maintain all licenses and permits required for its activity and provide copies to Organizer no later than seven (7) days before the Event (May 22, 2026). Failure to provide required documentation by the deadline results in denial of entry and no refund of fees.

**7. Prohibited Sales / Restrictions.** Vendor may not sell or serve alcohol or hot food/cooked items without prior written authorization from Organizer and all required permits and insurance. If alcohol is approved, alcohol must be served only in paper/plastic containers; no glass bottles or metal cans. Alcohol sales must cease one (1) hour prior to Event end and wristband age verification must be used.

**8. Safety & Fire Requirements.** Vendor must keep its area safe and free of trip hazards. Food vendors must comply with Fire Marshal requirements, including fire extinguishers (minimum two 10 lb ABC; and one 10 lb 40BC if hot grease/oil is used). No unsafe extension cords. Vendor must follow placement in designated food areas as instructed by Organizer/BPMT/Fire.



**9. Parking / Vehicles.** Vendors must unload quickly and then park off-site. No vendor parking is permitted inside the park. Storage vehicles must be removed from the park no later than two (2) hours before Event start.

**10. Waste & Clean-Up.** Vendor is responsible for trash removal from its immediate area, proper disposal of grease/charcoal as applicable, and leaving the premises in the same condition as received. Vendor is responsible for any damage caused by Vendor or its personnel.

**11. Insurance.** Vendor shall maintain insurance at its own expense meeting the minimum requirements in Section 5 of the Vendor Packet, and shall provide a COI naming Organizer, Bayfront Park Management Trust, and the City of Miami as Additional Insureds (primary and non-contributory).

**12. Indemnification.** Vendor shall defend, indemnify, and hold harmless Organizer, Bayfront Park Management Trust, the City of Miami, and their officers, employees, and agents from any claims, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising from Vendor's operations, products, services, personnel, or breach of this Agreement, except to the extent caused by Organizer's gross negligence or willful misconduct.

**13. Limitation of Liability.** To the fullest extent permitted by law, Organizer is not liable for Vendor's lost profits, lost revenue, or consequential damages. Organizer is not responsible for theft, loss, or damage to Vendor property.

**14. Compliance with Instructions.** Vendor must comply with all instructions from Organizer, BPMT staff, Police, and Fire. Organizer may remove Vendor for safety, non-compliance, or operating outside approved activities, with no refund.

**15. Force Majeure.** Organizer may modify or cancel the Event due to weather, safety, government orders, or circumstances beyond Organizer's reasonable control. In such case, Organizer may (at its discretion) reschedule or provide a credit toward a future event.

**16. Governing Law.** Florida law governs this Agreement. Venue for disputes shall be Miami-Dade County, Florida.

**17. Entire Agreement.** This Agreement, together with the Vendor Packet and any written addenda, constitutes the entire agreement between the parties regarding Vendor participation.

SIGNATURES IN FOLLOWING PAGE



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– VENDOR PACKET

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<b>VENDOR</b> _____	<b>ORGANIZER</b> Water Polo for All Corporation
By: _____ Name/Title: _____ Date: _____	By: _____ Name/Title: _____ Date: _____
Email: _____ Phone: _____	Email: miamiwaterpolo@gmail.com Phone: +1 (786) 301-4373



## APPENDIX C – VENDOR QUICK GUIDE (DAY-OF)

Print this page and keep it at your tent for quick reference.

- Check-in: Arrive during load-in window (Fri May 29, 7:00–11:00 AM). Check in with Vendor Operations before setting up.
- Tent: Vendor supplies a 10' x 10' tent (max), weights/ballast, tables, chairs, signage. Organizer provides lighting only.
- Placement: Set up only in your assigned footprint. Keep walkways clear and avoid trip hazards.
- Parking: Unload quickly and park off-site. No vendor parking inside the park.
- Power: Power must be pre-approved. \$100 per plug (max 800W per plug). Bring safe extension cords and cable covers.
- Generators: Only with pre-approval and permits. Vendor provides generator/fuel and follows safety requirements. \$200 per permit if coordinated through Organizer.
- No alcohol or hot cooking unless you have written authorization and required permits/insurance.
- Containers: No glass bottles or metal cans. Paper/plastic containers only.
- Trash: Keep your area clean. Bag trash and place in designated areas. Do not dump grease/oil or charcoal on grass.
- Non-compliance: Organizer/BPMT/Fire/Police may shut down non-compliant booths.



## **APPENDIX D – VENDOR MAP / ASSIGNMENT**

Vendor placement will be finalized approximately 48 hours before the Event and shared by email. This page is reserved for the final vendor map.

**COMING 48 HOURS BEFORE THE EVENT**



## APPENDIX E – Bayfront Park Rules

The following requirements are summarized from the Bayfront Park Management Trust Promoter's Kit and apply to vendor operations at BPMT facilities:

- Alcohol and beverages: No glass bottles or metal cans. Alcohol sales must stop 1 hour prior to event end. Wristbands required for 21+ consumers.
- Vendor layout: Promoter must submit a complete vendor layout at least seven (7) business days prior to event load-in.
- Generators/power: Vendors with equipment requiring power above standard household current may be required to provide their own generator(s).
- Fire safety: Fire extinguishers required for food vendors; Fire Marshal checks extinguishers.
- Parking: Vendors must park off-site; there is no vendor parking in the park.
- DBPR: Vendors must display a current occupational license; DBPR may inspect and collect temporary license fees on-site.
- Compliance: Park management may inspect vendor areas and enforce compliance, including removal for repeated violations.

If there is any conflict between this Vendor Packet and BPMT instructions provided on-site, the BPMT instructions control.