

INVITATION FOR VENDOR OPPORTUNITIES

METCALFE PLAZA 2026



SUMMER 2026

METCALFE PLAZA

→ *ABOUT*

Metcalfe Plaza is a dynamic outdoor urban destination located in the heart of downtown Ottawa. Developed as part of the city's efforts to activate public spaces, the plaza offers a welcoming environment for residents, office workers, and visitors. The site features curated programming including DJs, live performances, cultural events, and a licensed bar service, creating a vibrant and inclusive gathering space throughout the season.



→ *2026 EDITION*

DATES June 18 - September 24

HOURS Tuesday - Saturday, 12 PM to 10 PM
(subject to programming and municipal regulations)

EVENTS Multiple weekly activations including live music, DJs, and community programming

FOOD & BEVERAGE NEEDS



Metcalfe Plaza is seeking collaborators to operate on-site concessions:

- Coffee and light food service
- Mobile coffee kiosk
- Food kiosk

We are prioritizing accessible, efficient, and high-quality offerings that highlight local products and can perform well in a high-volume, urban outdoor environment.

Selected partners must:

- Operate consistently throughout the full duration of the season
- Be present during all public opening hours
- Be autonomous during daytime operations when no programmed activities are taking place



MENU DEVELOPMENT AND OPERATIONAL PLANNING WILL BE CARRIED OUT COLLABORATIVELY TO ENSURE ALIGNMENT WITH SITE CONSTRAINTS AND AUDIENCE NEEDS.

REGULATORY & OPERATIONAL CONSTRAINTS (OTTAWA)

All vendors must comply with applicable municipal and provincial regulations, including but not limited to:

FOOD SAFETY (OTTAWA PUBLIC HEALTH)

- No full raw cooking permitted on site unless explicitly approved
- Food preparation limited to reheating, hot/cold holding, and final assembly
- Hazardous foods must be pre-cooked in an approved commercial kitchen
- A minimum of one certified food handler must be present at all times

SITE & EQUIPMENT RESTRICTIONS

- All installations must comply with local fire code and safety standards
- Grey water and waste must be managed according to site guidelines (no direct discharge)

SUSTAINABLE REQUIREMENTS

- Use of recyclable/compostable service ware is strongly encouraged (or required depending on final site policy)
- Participation in on-site waste sorting (recycling/compost/garbage) is mandatory

ACCESSIBILITY & SERVICE

- Service must be efficient and inclusive
- Basic bilingual service (French/English) is strongly recommended

WHAT IS PROVIDED

For each pop-up (café and food kiosk):

One 10'x10' modified shipping container with concession openings
Electricity
Water access
Cold storage (limited capacity)
Hand washing station
Basic signage
Printed menu support

WHAT COLLABORATORS MUST PROVIDE

- All food service equipment (within permitted use)
- Additional refrigeration if required
- Staffing
- At least one certified food handler on-site at all times
- General liability insurance (typically \$1M-\$2M)
- Payment systems (POS)

BUSINESS MODEL

- 10% of net sales payable as a site fee
- Additional terms to be discussed with selected vendors

OPERATIONAL NOTES

- High-volume service capability is essential during peak hours and events
- Menus should be streamlined for speed and consistency
- Weather variability must be anticipated (heat, rain, wind)

TO APPLY

→ **PLEASE SEND AN EMAIL EXPRESSING
YOUR INTEREST TO
METCALFEPLAZA@AIRECOMMUNE.COM**

Selected applicants will be invited to meetings to further discuss their concept, operations, and fit with the site.