

**RULES AND REGULATIONS
OF THE INTERNATIONAL FESTIVAL OF PUPPETRY SCHOOLS PUPPETNOPUPPET.**

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§ 1 Scope of the Regulations and Definitions

1. These Rules and Regulations define the principles for the organization of and participation in the International Festival of Puppetry Schools PUPPETNOPUPPET..
2. Whenever capitalized terms are used in these Rules and Regulations, they shall be understood in accordance with the following definitions:
 - 1) Festival – the International Festival of Puppetry Schools PUPPETNOPUPPET.; an artistic and educational event organized in an open, non-competitive format, held every two years in Białystok.
 - 2) Organizer – the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw – Białystok Branch, with its registered office at ul. H. Sienkiewicza 14, 15-092 Białystok; the entity responsible for organizing the Festival, including conducting qualification procedures, maintaining contact with applicants, and supervising the implementation of the event.
 - 3) Festival Director – the person responsible for the artistic and organizational aspects of the Festival; the function of Festival Director is performed ex officio by the Vice-Rector for the Branch, who may designate another person to perform this function; the Director manages the Festival Organizing Team and the work of the Scientific Council; decisions in disputed matters rest with the Director.
 - 4) Festival Scientific Council – an advisory body appointed by the Festival Director, responsible for qualifying submissions from Theatre Schools for participation in the Festival or researchers and artists for participation in residencies.
 - 5) Co-Organizer – the Białystok Association of Puppetry Artists, with its registered office in Białystok at ul. H. Sienkiewicza 14, which participates in the organization of the Festival under the terms specified in a separate agreement concluded with the Academy of Dramatic Art.
 - 6) Scientific Council Secretary – a member of the Scientific Council elected from among its members, responsible for preparing documentation, minutes, and conducting correspondence.
 - 7) Festival Organizing Team – a team of employees of the Academy of Dramatic Art acting for the purpose of organizing the Festival, carrying out operational tasks under the direction of the Festival Director.
 - 8) Academy of Dramatic Art – the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, Białystok Branch (Białystok Branch).
 - 9) Theatre Schools – higher education institutions or artistic institutions providing education at the tertiary level, whose statutory objective or mission is education in the field of theatrical arts, with whose participation the Festival presents artistic and scholarly achievements and facilitates the exchange of experience.
 - 10) Applicant – a person or entity (for example, a representative of a school or a resident) submitting an application for participation in the Festival and providing the Organizer with materials in accordance with these Rules and Regulations; responsible for submitting data and materials within the specified deadlines, as well as for fulfilling other obligations arising from these Rules and Regulations.
 - 11) Application / Competition Application – a formal request for admission to participate in the Festival; includes the Online application form and attached materials in accordance with the template constituting Appendix No. 1 or Appendix No. 2 to these Rules and Regulations.

- 12) **Online Application Form** – an electronic application form containing information fields concerning the submitted performance, the Theatre School, and the Applicant's contact details.
- 13) **Application Materials** – recordings, texts, photographs, multimedia materials, and other information and works related to the performance submitted to the Festival for presentation as part of the Festival; provided in the formats indicated by the Organizer, free from legal defects and not infringing the rights of third parties, including copyright, for which the Applicant grants the Organizer a royalty-free license in the fields of exploitation specified in the Rules and Regulations.
- 14) **Artistic / Research Residencies** – programs provided by the Organizer based on proposals of the Scientific Council, enabling qualified persons to carry out artistic or research activities as part of the Festival; decisions on the qualification of Participants for such programs are made by the Scientific Council.
- 15) **Participant** – a person designated by a Theatre School and taking part in the Festival.
- 16) **Participation Costs** – costs related to participation in the Festival that are necessary to be incurred in order to participate in the Festival, borne by the Organizer and the Theatre School or the resident under the terms specified in the Rules and Regulations and the Agreement.
- 17) **Agreement** – an agreement concluded between the Organizer and a Theatre School or a resident concerning the rules of participation in the Festival, in which the rights and obligations of each Party are regulated, including the rules for covering Participation Costs.
- 18) **Festival Budget** – an internal document of the Organizer specifying a detailed calculation of the anticipated costs related to the organization of the Festival. It constitutes a basic financial tool that allows for estimating the value of the order, controlling expenditures, monitoring financial liquidity, and ultimately settling the Festival after its completion. It constitutes the basis necessary for the Organizer to determine the rules for settlements with Theatre Schools for the presentation of performances as part of the Festival.
- 19) **Privacy Policy / GDPR** – a set of regulations governing the processing of personal data of Participants and Applicants; data are processed in accordance with personal data protection laws.
- 20) **General Provisions on Safety and Accessibility** – rules defining the conditions of safety for Participants and the organization, as well as the accessibility of events for all Participants, in accordance with the Organizer's guidelines and in compliance with applicable laws.

§ 2 Organization/Organizer

1. The Organizer of the International Festival of Puppetry Schools PUPPETNOPUPPET. is the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw – Białystok Branch, and the Co-Organizer is the Białystok Association of Puppetry Artists.
2. The Organizer has the right to implement the Festival in partnership with other institutions and entities whose activity profile and goals align with the mission of the Festival. The principles of such cooperation are defined in separate agreements.
3. The Festival is open in nature and does not provide for a competitive format.

4. The Festival is held in Białystok in a biennial format on a date indicated by the Organizer.

§ 3 Mission and Objectives

1. The mission of the Festival is to present the achievements of artistic universities and institutions from Poland and around the world whose statutory objective or mission is education in the field of theatrical arts; to inspire educators, students of these schools, and creators; as well as to initiate discussions on tradition and the latest pedagogical and artistic trends in theatrical art.
2. The objectives of the Festival are:
 - presenting the artistic and research achievements of theatre schools,
 - popularizing scientific and artistic achievements, the work of researchers and creators, scientific research, and development works, as well as promoting science in the field of animated form theatre and puppetry,
 - supporting the development of the education process of students of the artistic education system,
 - promoting the artistic activity of students and graduates of the artistic education system,
 - improving the professional qualifications of staff within the artistic education system,
 - popularizing innovative solutions in science and higher education, in particular those related to puppetry and animated form theatre,
 - enabling the exchange of pedagogical and artistic experience,
 - organizing meetings, workshops, and conferences,
 - supporting the development of students and the professional development of theatre school educators.

§ 4 Name

1. The official name of the Festival is:
 - 1) in Polish: **Międzynarodowy Festiwal Szkół Lalkarskich LALKANIELALKA;**
 - 2) in English: **International Festival of Puppetry Schools PUPPETNOPUPPET.**
2. Freedom in the selection of fonts, letter sizes, and other editorial measures is permitted depending on the thematic and graphic concept of subsequent editions of the Festival, subject to paragraph 3 below.
3. The designation of subsequent editions of the Festival may be written only using an Arabic numeral followed by a period.
4. Within the scope resulting from §4 section 2, the decision is made by the Festival Director in consultation with the Scientific Council.

§ 5 Purpose and Organization of the Qualification Procedure

1. The purpose of the qualification procedure is to select Theatre Schools and artistic/research residents who will participate in the Festival. The organizer of the qualification procedure is the Festival Director, with the participation of the Scientific Council.
2. The qualification procedure is carried out in three stages:
 - 1) application,
 - 2) selection of applications qualified for participation in the Festival and notification of the results,

- 3) conclusion of the agreement.

§ 6 Festival Structure

1. The artistic and organizational aspects of the Festival are the responsibility of the Festival Director, to whom the Festival Organizing Team reports.
2. The Festival Director is the Vice-Rector of the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw – Białystok Branch.
3. The Festival Director appoints the Festival Scientific Council, which serves as an advisory and consultative body. By virtue of these Rules and Regulations, the Festival Director is a member of the Scientific Council and serves as its Chair.
4. The Festival Director directs the work of the Festival Scientific Council. In disputed situations, the deciding vote rests with the Festival Director.
5. The Festival Director manages the work of the Festival Organizing Team and is the superior of the Organizing Team.
6. The Festival Organizing Team consists of Academy employees delegated by the Organizer, within the scope of their official duties or under an agreement for the performance of tasks exceeding their basic scope of responsibilities.
7. The Organizer may engage deputies subordinate to it to assist in performing tasks within its responsibility, including deputies for artistic matters or organizational matters, depending on the implementation needs of a given Festival edition and its concept.
8. As organizational needs arise, the Organizer may temporarily delegate its employees to carry out tasks related to the organization of the Festival, regardless of the persons engaged as part of the Festival Organizing Team.
9. Financial supervision over the organization of the Festival is exercised by the Deputy Bursar of the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw – Białystok Branch, in consultation with the Deputy Chancellor for the Białystok Branch.

§ 7 Festival Scientific Council

1. The Scientific Council is appointed by the Festival Director. The following persons may be appointed to the Scientific Council: educators and students of the Academy of Dramatic Art, as well as persons with significant artistic or scholarly achievements who are not employed by the Academy.
2. The purpose of the Scientific Council's activities is to ensure a high scholarly and artistic level of the Festival.
3. The main tasks of the Festival Scientific Council include:
 - 1) selection of submitted Applications;
 - 2) selection of applications for the artistic or research residency program;
 - 3) participation in the evaluation of the Festival after its completion.
4. The Festival Scientific Council evaluates submitted competition applications and makes decisions on whether to qualify or not qualify an Application.
5. The Festival Scientific Council works in the form of in-person and online meetings.
6. The Festival Scientific Council selects a secretary from among its members, who is responsible for preparing documentation and minutes.

§ 8 Applications

1. Applications:
 - 1) Applications for participation in the Festival are accepted exclusively through completion of the online application form (electronic version), in accordance with the template constituting Appendix No. 1 to these Rules and Regulations.
 - 2) The online application form includes, in particular:
 - 3) identification and contact details of the Applicant; identification details of the Theatre School or resident;
 - 4) details concerning the submitted performance / artistic residency / research residency.
2. Submission of the online application form by the Applicant does not constitute qualification for participation in the Festival.
3. Applications with formal deficiencies that are not remedied within the deadline specified by the Organizer may not be qualified for substantive evaluation of the submitted performance or artistic/research residency.
4. Submission and Completion of Data
 - 1) The Organizer will contact Applicants who have been qualified for participation in the Festival in order to complete the data concerning the applications selected by the Scientific Council.
 - 2) The Applicant is obliged to provide or supplement data and materials in accordance with the Organizer's guidelines within the specified deadlines.

§ 9 Licenses and Rights to Materials

1. A condition for admitting a submitted performance to the Festival is that the Applicant grants the Organizer a royalty-free license, in particular, for:
 - 1) dissemination of works and artistic performances,
 - 2) creation of derivative works in relation to such works or artistic performances performed by the Applicant,
 - 3) granting consent for the above activities by the Organizer or by persons authorized by the Organizer.
2. Materials provided together with the Application become the property of the Organizer without remuneration to the Applicant.
3. Submission of an Application constitutes acceptance of these Rules and Regulations and the granting of the license under the terms specified in the Application.

§10 . Copyrights

1. Each entity and natural person, at the moment of signing an agreement with the Organizer for participation in the Festival, grants the Organizer a royalty-free, non-exclusive license without time or territorial limitations for the presentation and promotion of the submitted Works both as part of the International Festival of Puppetry Schools PUPPETNOPUPPET. and within the statutory activities of the Organizer, as well as for the promotion of the Organizer, including placing the Work in any form in informational and promotional materials, in the following fields of exploitation:
 - 1) with respect to fixation and reproduction – printing in the form of an exhibition, book

publication, and any reprints in any print run, including fixation in the form of an e-book; fixation of the Work in photographs, films, and audio and audiovisual recordings; publication of the Work as well as photographs and recordings of the Work on the Internet, including on the Organizer's website and within social media platforms operated by the Organizer, such as: Facebook, Instagram, X (formerly Twitter); publication of fragments or the entirety of the Work separately or in combination with other works,

- 2) with respect to distribution – distribution of the Work as well as photographs and recordings of the Work in any form, including in book publications, e-books, or other forms of publication specified in item 1), whether for consideration or free of charge, including by sale, donation, lending, or rental; distribution in whole or in part, separately or in combination with other publications, within creative residencies, the International Festival of Puppetry Schools PUPPETNOPUPPET, as well as the statutory activities of the Organizer, promotion of the Organizer, and other cultural events organized by the Organizer, in any form, including paper or multimedia form,
 - 3) use of the whole or fragments of the Work and photographs and recordings of the Work in advertising, marketing, informational, and promotional materials, in particular as parts of publications, elements of websites, posters, billboards, leaflets, presentations, blogs, newsletters, and other advertising campaign tools, in any part or in whole, in combination with any other works, texts, comments, reviews, opinions, information, and advertisements.
2. Each entity and natural person declares that they hold the rights to the Works qualified for participation in the Festival, including the right to grant the Organizer a license within the scope specified in section 1.
 3. Each entity and natural person permits and authorizes the Organizer to make any modifications to the Works justified by the adopted manner of use.
 4. Each entity and natural person assumes responsibility for any claims of third parties related to legal defects of the Works qualified for participation in the Festival. In the event that a third party asserts a claim against the Organizer arising from the fault of the entity or natural person submitting the Work for participation in the Festival due to infringement of that third party's rights, the Applicant shall release the Organizer from all liability and undertakes to provide the Organizer with all assistance necessary for its defense against third-party claims, and also undertakes to cover all documented costs of the Organizer related to such defense, as well as

to cover claims asserted by third parties, or to reimburse the Organizer for amounts paid by it to third parties. In particular, the Applicant undertakes, at their own cost and risk, to take all legal steps ensuring proper protection of the Organizer against third-party claims, including undertaking to replace the Organizer in proceedings, and if this is not possible, to join the proceedings conducted against the Organizer on its side.

5. By granting a non-exclusive license, each entity or natural person whose Work is presented as part of the Festival retains all moral and economic copyrights to the artistic project concept, and thus retains the right to present the Work as part of their own portfolio.
6. The license referred to above also includes the consent of the entity or natural person whose Work is presented as part of the Festival for the adaptation of the Works in a manner increasing their accessibility for persons with disabilities, in particular through:
 - 1) preparation of translations of the Works into Polish Sign Language (PJM),

- 2) preparation and use of audio description,
 - 3) use of the above adaptations exclusively in connection with the presentation of the Works as part of the Festival.
7. Translation into Polish Sign Language and audio description do not constitute an adaptation within the meaning of Article 2 of the Act on Copyright and Related Rights, or—if they are considered an adaptation—the entity or natural person whose Work is presented as part of the Festival grants consent for their preparation and use within the scope specified above, without the right of further distribution beyond the screenings of the Work agreed upon between the parties.

§11 . Conditions of Participation of Theatre Schools

1. The Organizer provides Participants who take part in the presentation of performances selected by the Organizer with accommodation (overnight stays) and meals, within the financial means available to the Organizer, during the Festival, under the terms specified in the agreement concluded with the Theatre School.
2. Accommodation (overnight stays) referred to in section 1 shall be provided on the basis of nominal lists of participants submitted to the Organizer by the Theatre Schools or directly by the Participants.
3. The Organizer shall pay Theatre Schools, on the basis of concluded agreements, remuneration for the presentation of theatrical performances as part of participation in the Festival, within the funds specified by the Organizer in the Festival budget. The amounts specified in the agreement with the Theatre School are gross amounts. The Theatre School is obliged to provide the Organizer with the original of a valid tax residence certificate. Pursuant to the Act of 15 February 1992 on Corporate Income Tax, the Organizer is obliged to withhold withholding tax (20%) on income obtained by non-residents, in particular from fees for services provided in the field of performance and entertainment activities. If the Festival Organizer holds a valid tax residence certificate of the Theatre School and, on the basis of a double taxation avoidance agreement concluded between Poland and the country of origin of the Theatre School, the Organizer may apply a different preferential tax rate or a full exemption. In the event that:
 - 1) the Theatre School does not provide a valid tax residence certificate, the costs of withholding tax shall be borne by the Theatre School, withholding tax at a rate of 20% shall be deducted from the remuneration due to the Theatre School,
 - 2) the Theatre School provides a valid tax residence certificate, but the double taxation avoidance agreement does not allow for tax exemption, the costs of withholding tax shall be borne by the Organizer, the Theatre School shall receive remuneration in the amount specified in the agreement.
4. Any other costs, other than those indicated in sections 1, 2, and 3, incurred in connection with participation in the Festival, and in particular:
 - 1) transport of participants, scenery, costumes, and technical equipment,
 - 2) customs duties,
 - 3) subtitle translations,
 shall be borne in full by the Theatre School.
5. All formal and administrative activities necessary for participation in the Festival, in

particular:

- 1) conclusion of agreements,
- 2) provision of personal and technical information,

shall be completed by persons representing the Theatre Schools participating in the Festival, immediately after receiving information from the Organizer about the need to complete them.

§12 . Conditions of Participation within an Artistic / Research Residency

1. The Organizer shall pay artistic/research residents, on the basis of concluded agreements, remuneration for participation in the artistic/research residency, within the funds specified by the Organizer in the Festival budget.
2. Detailed rights and obligations between the parties shall be specified in a separate agreement.
3. The template of the application form constitutes Appendix No. 2 to these Rules and Regulations.

§13 . Personal Data Protection and Information Obligation

1. The Organizer, as the Personal Data Controller, informs that the information obligation arising from Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) shall be fulfilled at every stage of preparation and implementation of the undertaking. This obligation shall be fulfilled in accordance with the nature of the relationship between the Controller and the given entity or person whose data are being processed.
2. In particular, the information obligation shall be fulfilled through the inclusion of appropriate information clauses in documents related to participation in the Festival, such as: the Application Form, agreements concluded with Theatre Schools or artistic/research residency participants, agreements with performers and entities implementing activities as part of the Festival.
3. The Co-Organizer and Festival partners, insofar as they independently act as personal data controllers, shall fulfill their information obligations separately wherever the information obligation required by law arises.

§14 . Ensuring Accessibility

1. The Organizer undertakes to ensure accessibility of the Festival for all participants, including persons with disabilities, in accordance with applicable laws and accessibility standards.
2. The purpose of the Organizer's actions is to enable participation in Festival events, access to information, and use of infrastructure on equal terms by all interested persons.
3. When selecting venues for Festival events, the Organizer is guided by their architectural accessibility and location accessibility.
4. The Organizer provides translations into Polish Sign Language, transcription, and audio description of selected events. At the request of participants, the Organizer may also provide other accessibility tools or forms of support, provided their implementation is

organizationally feasible.

5. All requests for specific accommodations should be submitted no later than 5 business days before the event in order to enable the Organizer to prepare appropriate solutions.
6. The Organizer ensures clear and readable access to information about events carried out as part of the Festival.
7. Contact regarding accessibility of festival events: e-mail: dostepnosc@e-at.edu.pl; tel. +48 789 248 379.

§15 . Final Provisions

1. Interpretation of the provisions of these Rules and Regulations rests with the Organizer.
2. In matters not regulated by these Rules and Regulations, decisions shall be made by the Organizer and communicated to Festival participants in the manner customarily adopted by the Organizer.
3. The Organizer has the right to amend these Rules and Regulations at any time without stating reasons, in the procedure under which the Rules and Regulations were adopted.
4. The Organizer has the right to cancel the organization of the Festival at any time without stating reasons.
5. These Rules and Regulations enter into force on the date indicated in the Rector's order.

Appendix No. 1 to the PUPPETNOPUPPET 2026 Rules and Regulations

Application Form

12th International Festival of Puppetry Schools PUPPETNOPUPPET, POLAND, Białystok
The theme of the 2026 Festival is THE FUTURE

*Required

This form will record your first and last name. Please fill in your first and last name.

Information about the School

1. Full name of the school / department *

2. School address *

3. School / department representative (name, position) *

4. Contact person for the application (name, email, phone number) *

Performance I

To participate in the Festival, it's **OBLIGATORY** to submit at least one completed theatrical performance.

5. Title of the performance (original / in english) *

6. Total duration of the performance: ^

7. Brief description of the performance: *

8. A link to the full performance recording with English subtitles (YouTube, Vimeo, or other platform). ^

9. Brief information of the technical requirements (just general info about the space, lights, interactions etc.) *

10. Total number of people who will attend the Festival (actors, technical staff, lecturers, drivers etc.) *

11. The premiere of the performance: *

11

Performance II

You can add a second theater performance if you want - it's not required!

12. Title of the performance (original/ in english)

13. Total duration of the performance:

14. Brief description of the performance

15. A link to the full performance recording with English subtitles (YouTube, Vimeo, or other platform).

16. Brief information of the technical requirements (just general info about the space, lights, interactions etc.)

17. Total number of people who will attend the Festival (actors, technical staff, lecturers, drivers etc.)

18. The premiere of the performance

Show Us More – Your Creative BONUS

If you would like to present something additional to the Festival, we are prepared for this and warmly welcome you. It could be a performative works, a concert, an exhibition/presentation of works, photographs..., a presentation of publications, workshops that you would like to lead, etc.

19. What would you like to show or present? - yours proposal

20. Brief description of the proposal.

21. Give us the opportunity to see/hear it – a link to a recording, photos, etc. (YouTube, Vimeo, or other platform)

22. What do we need to provide so that you can present it?

23. Total duration of yours presentation.

24. Would you like to add anything else?

25. Confirmations: *

Select 4 options:

- I confirm that I have read the Regulations of the 12th International Festival of Puppetry Schools PUPPETNOFUPPET 2026
- I confirm that I'm submitting this application with the consent of the school authorities
- I confirm that if selected to participate in the Festival, the school on behalf of which I'm submitting this form undertakes to participate in the event.
- I confirm that I have read and understood the information clause on the processing of personal data.

26. Informations: *

Select 4 options:

- The organizer pays the school 5,000 PLN for taking part in the Festival, no matter how many presentations are shown.
- The organizers will sign a contract with the school, and the remuneration will be paid after the school submits a VAT invoice.
- Accommodation, meals, and travel within Poland for up to 10 participants will be covered by the Festival Organizer during the Festival.
- The school presenting a performance as part of the Festival is fully responsible for settling all matters related to the copyright of the performance.

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Appendix No. 2 to the Rules and Regulations Research Artistic Residencies at the Academy of Dramatic Art, Białystok Branch

Artistic and research residencies are addressed to individuals interested in the creative exploration of animated form theatre in relation to modern technologies, regardless of their previous experience or artistic affiliations. The residencies will be carried out as part of the 12th International Festival of Puppetry Schools PUPPETNOPUPPET, during which their outcomes will be presented. We are seeking bold and unconventional artistic activities that foster the discovery of new forms in puppetry theatre.

*Required

This form will record your first and last name. Please fill in your first and last name.

1. First and last name*

2. Working title of the art project realized as part of the residency

3. Artistic achievements to date

4. General artistic concept of the residence

5. Framework schedule for the residency (March–May 2026)

6. Form of presentation of the residency
effect