



## Artist's quick guide

## **SCHEDULE, LOCATION & REMINDER**

**Polymanga takes place from Friday, April 18 to Monday, April 21, 2025 (inclusive) at Beaulieu, Lausanne. (Av. Bergières 10, 1004 Lausanne, Switzerland)**

### **Convention Schedule:**

Friday, April 18: 8:00 AM - 7:30 PM  
Saturday, April 19: 9:00 AM - 7:30 PM  
Sunday, April 20: 9:00 AM - 7:30 PM  
Monday, April 21: 9:00 AM - 6:30 PM

Reminder: You have committed to being present from the beginning to the end of the event and to occupying your booth for the entire duration of the convention.

On Friday, you must be on-site at 8:00 AM and stay until the complete closing of the event. On the other days, you must be present and ready by 9:00 AM and remain until the full closing of the venue.

## **Rules Regarding Displayed/Sold Artwork**

Artists are only allowed to sell their own illustrations/creations.

Prices must be displayed and visible to the public.

Pornographic drawings are prohibited; artistic nudity is tolerated at the discretion of the organizer, whether displayed at the booth or inside a closed binder.

Drawings must not depict anyone smoking or holding a cigarette, whether displayed at the booth or inside a closed binder.

Violent artwork is subject to the organization's discretion, whether displayed at the booth or inside a closed binder.

Selling works that are partially or fully AI-generated, as well as copies, is strictly prohibited. It is not allowed to have a binder of prohibited drawings available "on request" or to take commissions related to prohibited subjects at Polymanga.

Fanart is allowed as long as it does not exceed 30% of the total displayed creations at the booth.

Polymanga encourages original creations. If a booth violates these rules, the artist will be banned from future editions of the event.

Artists must monitor their booths and keep them clean. At night, it is recommended to cover merchandise and take valuables with them. The organization is not responsible for any loss or theft.

Specific wristbands will be given to artists. These must be worn at all times during the event.

## **POLYMANGA – Zero-Waste Beverage Festival**

Polymanga has become an eco-friendly event. As part of this initiative, Polymanga is a zero-waste festival for beverages.

There are several drinks available at Polymanga: still or sparkling water, as well as special beverages created in collaboration with Morand.

Water and Polymanga's exclusive drinks are served in reusable bottles. The Polymanga bottle is offered with your first drink, and all refills are half price. If you bring your own bottle, you get your drink at half price right from the first purchase.

If you order a coffee, it comes in an edible waffle and chocolate cup—delicious and waste-free!

# SETUP

You can arrive as early as Thursday from 8:00 AM to midnight.

It is also possible to set up on Friday starting at 8:00 AM, as the festival begins at 9:00 AM.

Your booth must be ready before the festival opens.

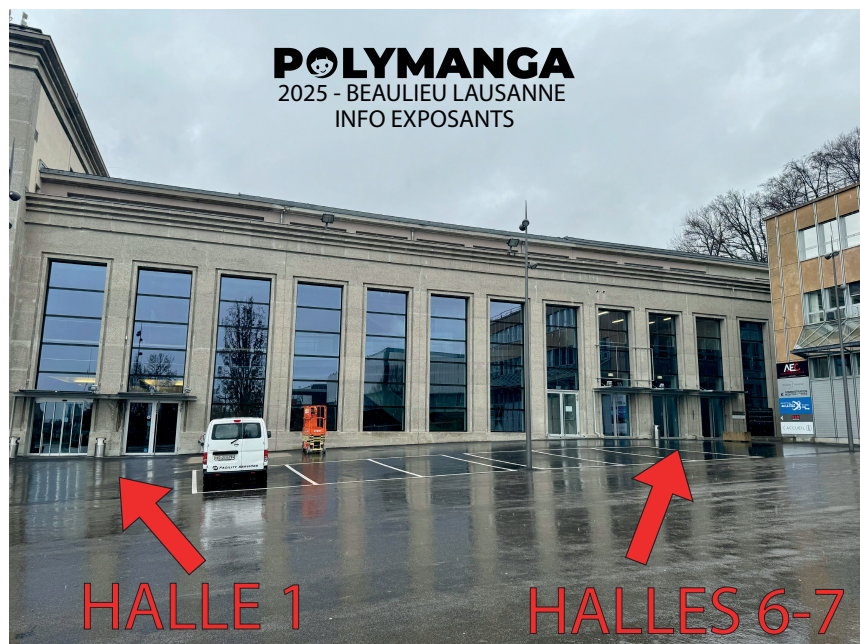
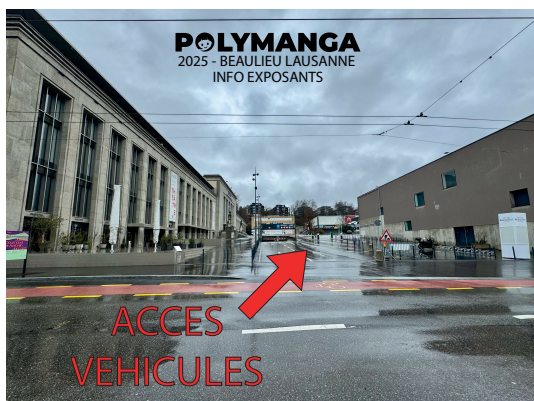
Inside the hall, your artist name will be displayed on your booth, making it easy to find your designated space!

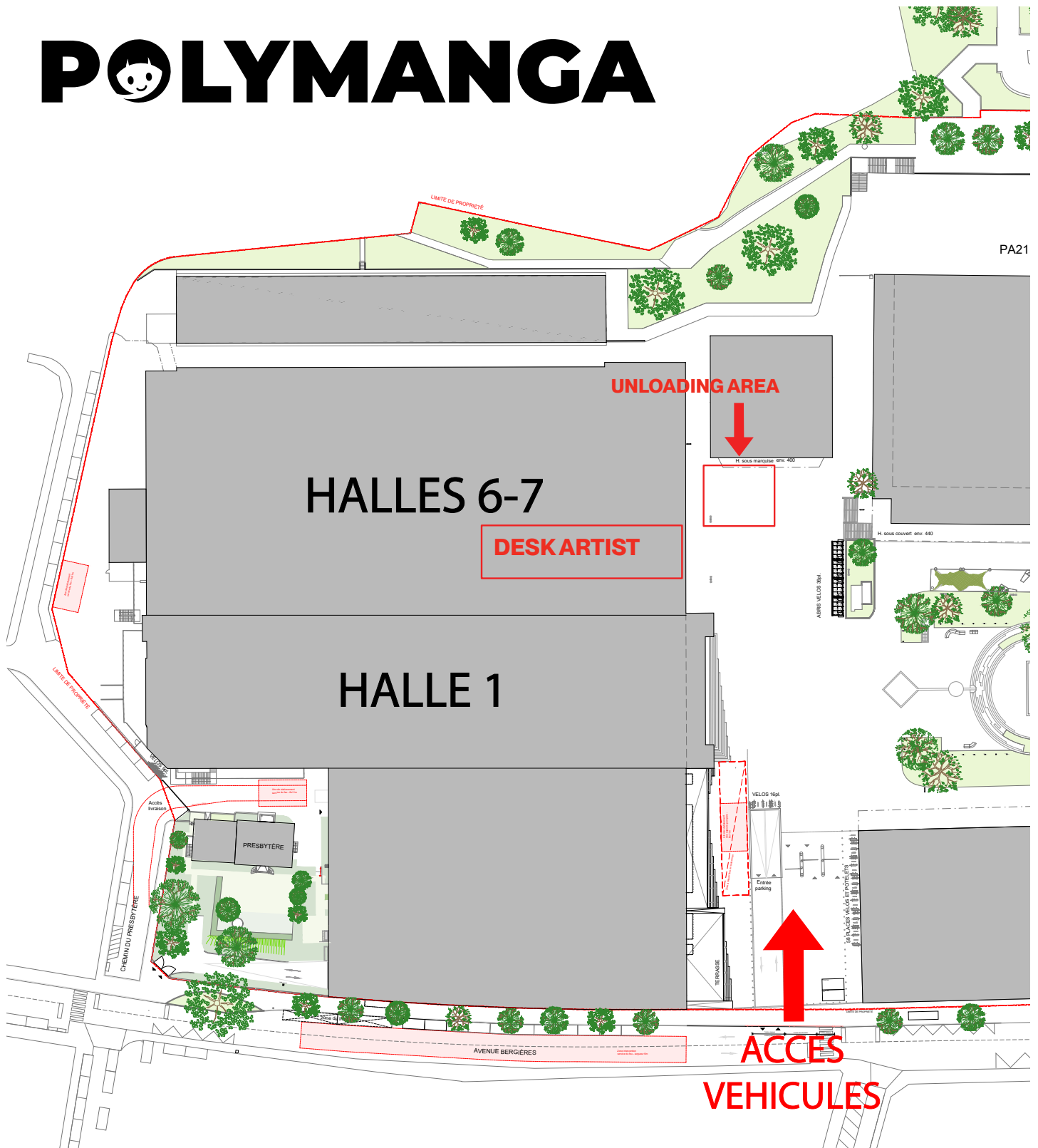
## Dismantling

On Monday, you have until 11:00 PM to dismantle your booth.

## Parking During Setup/Dismantling

You can temporarily park your car in front of the artist hall (see image: Halls 6-7) while loading/unloading your items. Do not stay parked for long and make sure to place your phone number visibly on your windshield.





## ARTIST DESK

At the entrance of the hall, on the left, there will be an artist desk where I will be available in case of any issues or questions during setup. (See the map at the end of the document for more details.)

# PARKING

Once again this year, we are fortunate to offer you **reserved covered parking directly beneath the festival!**

We have **privatized an entire floor** of the parking lot located under the **Beaulieu Lausanne Convention Center** (Av. Bergières 10, 1004 Lausanne).

A **parking pass** from **Thursday to Monday** is available for exhibitors who register by filling out the form below:

<https://base.eventws.ch/dashboard/#/nc/form/16adc395-dabe-49fd-92f8-f3700c751e44>

**Limited spaces** – first come, first served.

## Available Packages

- **150 CHF for 5 days – 1 exit per day**
- **250 CHF for 5 days – unlimited exits**

Additionally, you will have **direct access** to Beaulieu and your booth from the parking lot.

**The parking hours are from 7:00 AM to 10:00 PM**

⚠ **Important:** Entry and exit are **not possible outside these hours**, but you can leave your car parked overnight.

## Mandatory Confirmation

Please confirm your **parking reservation** by **filling out the form before April 10 at 1:00 PM (Paris time)**.

## Other Parking Options

There are several parking facilities in Lausanne. We recommend researching **alternative options** before making your decision.

## Commitment Conditions

By subscribing to a parking pass, you agree to **pay the due amount on Thursday, April 16, or Friday, April 17**, upon arrival and setup.

I also acknowledge that **the reservation is final and cannot be canceled**. In case of non-payment or cancellation, your **deposit will be retained**.

Thank you for your understanding!

## WHERE DO I ENTER?

Enter through the VIP entrance of the building.

The entrance is between the XXL exhibitor hall and the Beaulieu Theater (see attached map). You will need to check in with your full name and state that you are part of the artist lineup.

⚠ Please bring a valid ID.

## WHAT ABOUT MY HELPER?

Your wristband will be placed directly on your wrist upon check-in.

The same process applies to your companion, who must also check in with their full name.

⚠ It is no longer possible to change your companion.  
They must also bring a valid ID.

## CUSTOMS INFORMATION

If you are crossing the border, please allow enough time for customs declaration.

For more details, visit the official Swiss customs website:

Swiss Customs Information

<https://www.bazg.admin.ch/bazg/en/home/documentation/publications/information-brochures.html>

This year, we have a simplified customs procedure. You can find more information about it on our website here:

Polymanga Simplified Customs Procedure

<https://www.polymanga.com/en/revolutions/simplified-customs-process-offered-for-artists/>

## WHAT DOES THE STAND LOOK LIKE?

Each artist is provided with two tables.

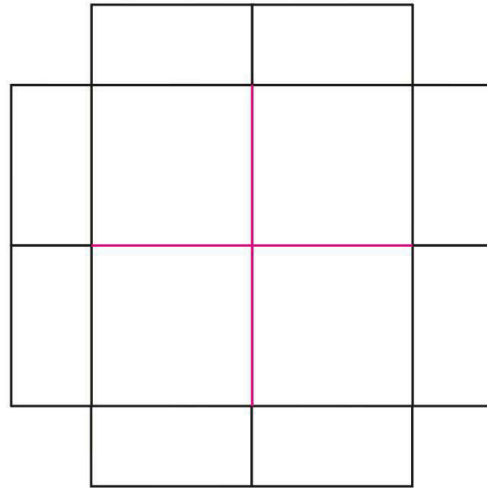
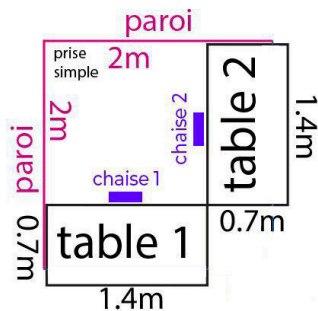
The tables measure 1.4m x 0.7m and are covered with black fabric.

Stands also include two display panels at the back (1.4m wide, extending 2m above the table).

⚠ Reminder: There are no bad locations in the Artist Village!

Especially in Lausanne, where we have dedicated an entire hall to artists, allowing for larger stands.

## Stand Artiste



## WHAT SHOULD I BRING

Everything you plan to exhibit.

Materials to attach your illustrations to the walls without damaging them!

No pins, nails, or similar.

Recommended: Blu Tack (Patafix), removable tape, or double-sided tape (thick enough to remove cleanly).

All your drawing materials.

Food and drinks or money to buy meals on-site.

Selling food to visitors is not allowed.

No microwaves available for reheating food.

Do NOT bring ovens (too dangerous) or kettles (too energy-consuming).

Power strips (5m) and extension cords.

Plug adapters (depending on your country: France-Switzerland, Sweden-Switzerland, UK-

Switzerland, Japan-Switzerland, Germany-Switzerland, Canada-Switzerland, or universal adapters).

Trash bags to dispose of waste properly.

You can use our bins, but sorting is required.

80% of waste is recycled in Switzerland.

Swiss Francs (CHF)

We do not provide change.

Nearby ATMs will run out of cash as early as Friday morning.

Prices on your stand must be displayed in CHF.

⚠ Important: Don't forget anything essential, as Friday, Sunday, and Monday are public holidays (Good Friday & Easter Monday).

## USEFUL ANSWERS

Can I bring my pet?

No. Unicorns and dragons must stay at home.

Will you keep my deposit even if I break my leg or miss my train?

Yes.

When will I get my deposit back?

You are invited to the artist desk on Monday from 10 AM to collect: Your deposit, Prizes for the Ma Bulle contest, Payment for Digital Live Painting participants

How can I lose my deposit?

Your deposit will be forfeited if:

- You cancel your participation

- You damage the venue or provided equipment

- You leave before deposits are returned

(In this case, it will be considered a donation to Polymanga)

Can I swap places with another artist?

No.

How can I watch my stand while I'm on stage, eating, or taking a break?

If you have an assistant, they are there to keep your stand occupied during opening hours.

If you're alone, take these precautions:

Secure your valuables (handbag, cash box, etc.).

Ask a neighboring artist to keep an eye on your stand.

For stage appearances: If no other solution is possible, inform us in advance, and we'll assign a staff member to watch over your stand. (They won't sell anything but will make sure your creations are safe.)

## **If you have an issue during Polymanga, here's who to contact:**

### Medical Issues:

A first aid station is available in both the XXL hall and the artists' hall. A doctor and paramedics will be present.

On Saturday, pharmacies in Lausanne will be open.

On Friday, Sunday, and Monday, as well as at night, Pharmacie 24 in Lausanne is open from 8 AM to midnight.

The info desk, located in both the artists' hall and the XXL hall, has a list of on-call pharmacies.

### Issues with Your Booth

You can contact Ysée Berdat (+41 79 159 77 64) or go directly to the artist desk, where I will be available as often as possible. I will be there at the opening and end of the day, but I may need to move around the convention during the day.

## **Final Tips**

Do not leave any valuable items at your booth overnight. If you need to leave small items, consider covering them with a protective sheet.

Watch your booth carefully, count the change you give to customers, and be mindful of pickpockets—there have been some incidents in previous years.

If you are driving and need to cross the Swiss border, allow extra time for potential customs checks.

If you are bringing a large stock, customs officers may ask for an inventory.

If you have any questions, feel free to contact me via email.

Please do not keep the phone numbers provided and only use them for the convention and its preparation.

Have a great week! We are excited to welcome you or see you again.