

eGG FEST 2026

12th – 13th December 2026

Hextar World Exhibition Hall

EXHIBITOR MANUAL

V1

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This Manual forms part of the terms on which exhibitors and their contractors participate in eGG Fest 2026. By participating, exhibitors and their contractors agree to comply with it.

DEFINITIONS AND STATUS OF THIS MANUAL

In this Manual: “Organiser” means MantaYaY Sdn. Bhd. (registration no.202101030978) trading as eGG Network; “Venue” means Hextar World Exhibition Hall at the address stated in this Manual and its management; “Event” means eGG Fest 2026; “General Terms” means the eGG Fest General Terms & Conditions accepted by the Exhibitor; “Official Contractor” means Durian Events Sdn. Bhd.; and “Appointed Contractor” means any other contractor engaged by or for an Exhibitor.

This Manual is incorporated into the General Terms. If they conflict, the General Terms prevail on payment, liability, indemnity, cancellation and dispute resolution, and this Manual prevails on operational and safety matters. Where Venue rules are stricter than this Manual, the Venue rules prevail.

The Organiser may issue notices, corrigenda and updated versions of this Manual by email to the address given in the Exhibitor’s registration. Each takes effect when sent and the latest dated version prevails.
Each Exhibitor must give this Manual to every Appointed Contractor before registering it. By signing Form 2 and the Contractor Safety Declaration, the contractor agrees to be bound by this Manual.

CONTACT LIST

ORGANISER	**eGG Network (MantaYaY Sdn. Bhd.)** Contact Person: Ms. Tan Xin Yee Mobile: +60169222676 Email: xinyee@mantayay.com
VENUE	**Hextar World Exhibition Hall** Tel: +6012-382 8377 Email: helpdesk.hextarworld@my.knightfrank.com
SPONSORS/ EXHIBITOR	Contact Person: **Casey Chong** Mobile: +6013-290 6136 Email: casey@mantayay.com
OFFICIAL CONTRACTOR	**Durian Events Sdn. Bhd.** Contact Person: Ms. Mel Koo / Mr Faisal Mobile: +6012-227 5654 (Mel Koo) / +6012-240 0081 (Faisal) Email: melkoo@durianevents.com.my / faisal@durianevents.com.my

EXHIBITION OPERATION SCHEDULE

Date	Description	Time
10 December 2026 (Thursday)	**Set Up Day 1/2** Exhibitor build up	 12:00AM - 11:59PM
11 December 2026 (Friday)	**Set Up Day 2/2** Exhibitor build up & move in	 12:00AM - 11:59PM
12 December 2026 (Saturday)	**Exhibition Day 1/2** Halls open to exhibitors & visitors	 12:00PM - 11:59PM
13 December 2026 (Sunday)	**Exhibition Day 2/2** Halls open to exhibitors & visitors Dismantle & move out	 12:00AM - 10:00PM 10:30PM - 11:59PM
14 December 2026 (Monday)	Dismantle & move out	12:00AM - 11:59PM

* Any changes to the exhibition operation schedule or to this Manual will be notified by email.

Halls are open to exhibitors and visitors continuously from 12:00PM on 12 December 2026 until 10:00PM on 13 December 2026.

NOTE:

1. Exhibitors and appointed contractors must complete and submit all applicable forms by the respective deadlines. Please refer to the Form Submission Information section for details.
2. Exhibitors and contractors must wear a valid pass to enter the exhibition halls during move-in, Event operating days and move-out.
3. Usage of trolleys is strictly not allowed within the venue's foyer area and passenger lift.
4. Parking at the loading areas is strictly not allowed, only loading/unloading is permitted.
5. Vehicles may enter the loading bay strictly during the specified time windows outlined in the Loading Bay Direction & Move-In / Move-Out section (Page 5) Build-up operations within the exhibition hall may proceed continuously.

MAP ACCESS TO HEXTAR WORLD EXHIBITION HALL

Venue Address: 8, Jalan Damansara, Damansara Perdana, PJU 8, Empire City, 47820 Petaling Jaya, Selangor

For driving directions to Hextar World Exhibition Hall, please watch this video guide: https://www.facebook.com/reel/2331246034002671

Google Maps and Waze: search for Hextar World Exhibition Hall, Empire City, Damansara Perdana (3.16725199598439, 101.61626700654952)

LOADING BAY DIRECTION & MOVE-IN / MOVE-OUT



To locate the loading bay via Google Maps or Waze, search for 'BilaBila Mart - Mossaz'. The loading bay is situated directly opposite BilaBila Mart.

Loading / Unloading Windows

Vehicle access to the loading bay is permitted only during the following windows:

- **Move-in periods:**
  - 10 December 2026: 12:00AM–7:30AM
  - 10 December 2026, 10:30PM–11 December 2026, 7:30AM
  - 11 December 2026, 10:30PM–12 December 2026, 7:30AM

- **Move-out period:**
  - 13 December 2026, 10:30PM–14 December 2026, 7:30AM
  - 14 December 2026, 10:30PM–11:59PM

No vehicle may enter the loading bay outside these windows. Set-up and dismantling work inside the hall continues as per the Exhibition Operation Schedule.

Move-In

- Vehicles may only stop at the loading bay for loading and unloading. Parking is strictly not allowed.
- Trolleys are not allowed within the venue's foyer area and passenger lifts.
- A valid pass must be shown to enter the exhibition hall.
- Goods must be taken directly to your booth. Do not leave crates, exhibits or packing materials in the aisles or at the loading bay.

Move-Out

- Dismantling and move-out may only begin from 10:30PM on 13 December 2026, after the exhibition closes at 10:00PM.
- All exhibits, structures, waste and debris must be removed from the hall and loading bay.
- All booths, exhibits, materials, waste and equipment must be removed from the hall and loading bay by 11:59PM on 14 December 2026.
- After that time the Organiser may remove, store or dispose of anything left behind. The Exhibitor and its Appointed Contractor are jointly liable for removal, storage and disposal costs and for any overstay or additional hire charges imposed by the Venue. Where practicable the Organiser will give written notice before disposal. Items not collected within seven days of that notice are treated as abandoned and may be disposed of by the Organiser.
- Each Appointed Contractor must pay a clearance deposit of RM500.00 with Form 2. The deposit is refunded within 14 days after the Venue confirms that the hall has been handed back without damage or outstanding clearance, less any amount applied to damage, removal costs, charges or lost passes. The deposit does not limit liability.

Technical Testing & Rehearsal Requirements

The Organiser will conduct technical testing and full stage rehearsals on **11 December 2026, from 6:00 PM to 10:00 PM**, covering gaming showmatches, dance performances, award ceremonies, livestreaming, and other stage activities.

All exhibitors, vendors, performers, and technical teams involved in testing or rehearsals must **complete their setup and be ready on standby by 11 December 2026, 4:00 PM**.

This includes stage production (LED, audio, lighting, cameras and stage PCs), internet and network infrastructure, live streamer pods, PS5 Gaming Zone, Game Experience Zones, and other relevant equipment.

Exhibitors not involved in the rehearsal may continue their booth setup, provided their activities do not generate excessive noise or interfere with the rehearsal. No drilling, hammering, or noisy construction activities will be permitted during the rehearsal period.

All relevant parties must cooperate with the Organiser's rehearsal schedule and technical instructions. Performers, vendors and crew engaged by the Organiser are governed by their own agreements. An Exhibitor that sends its own performers, staff or equipment to a rehearsal remains responsible for them under this Manual.

GENERAL RULES & REGULATIONS

Admission Pass

a) Exhibitor

Each exhibitor is allocated ten (10) passes. Exhibitor passes are valid during move-in, exhibition days and move-out periods. Exhibitors must wear the passes at all times inside the exhibition hall.

Exhibitor passes may be collected at the **Reception Counter, Hextar World Exhibition Hall**, during the following periods:

- **11 December 2026:** 12:00PM - 3:00PM
- **Event days, 12 - 13 December 2026:** Upon arrival, before entering the exhibition hall.

Exhibitors who need to enter before 12:00PM on 11 December 2026 may instead collect their passes from the MantaYaY Office on 3 to 4 and 7 to 8 December 2026 between 3:00PM and 6:00PM, or at the Reception Counter on 10 December 2026 between 10:00AM and 11:00AM.

Each exhibitor's person in charge (PIC) or authorised representative should collect the allocated passes in one batch and distribute them to their team. Please provide your **company name and booth number** upon collection.

The person in charge must sign a pass log on collection recording the company, booth number, number of passes and the names of the person in charge and deputy. The log carries the Exhibitor's acknowledgment of receipt of this Manual. Passes are not transferable.

b) Appointed Contractors

Contractor passes are free of charge and are valid only during booth set-up and dismantling, as stated on the pass. The number of passes issued follows the worker list submitted in Form 2. Contractors must wear the passes at all times inside the exhibition hall. Misuse of a pass will result in the person being removed from the venue immediately.

Contractors may obtain their passes through one of the following options:

1. **Office Collection**
   Dates: 3 - 4 and 7 - 8 December 2026 (weekdays only)
   Time: 3:00PM - 6:00PM
   Location: MantaYaY Office
   Address: B02-C-13, Menara 3, KL Eco City, Jalan Bangsar, 59200 Kuala Lumpur.

2. **Courier Delivery**
   Passes can be couriered to the contractor's office. A shipping fee of **RM8** will be payable by the contractor. Please provide the delivery address, recipient's name and contact number when requesting this option.

3. **On-site Collection**
   Date: 10 December 2026
   Time: 10:00AM–11:00AM
   Location: Reception Counter, Hextar World Exhibition Hall

Contractors scheduled to enter the hall before the on-site collection session must obtain their passes in advance.

Security and Safety

a) All personnel in the exhibition hall must wear identification passes at all times.
b) The contractors shall ensure that the requirements of occupational, safety and health are complied with, including the requirements set out by the relevant regulatory bodies. The requirements shall include but not be limited to providing helmets, safety belts and safety boots/proper shoes.
c) Security guards will patrol the exhibition hall in general but their duties will not include specific attention to individual booths.
d) Do not leave your valuable belongings unattended. The Organiser shall not be responsible for any theft, loss or damage, except to the extent caused by its own negligence, wilful misconduct or breach of applicable law.

Booth Operation & Staffing

Exhibitors are responsible for managing and supervising their respective booths throughout their operating periods. The Event runs continuously from 12:00PM on 12 December to 10:00PM on 13 December 2026. Each Exhibitor must keep at least one authorised representative at its booth during operating hours. Whether to staff the booth overnight is a decision for the Exhibitor at its own risk and the Organiser does not provide custody of exhibits or valuables. Exhibitors who remain in the hall overnight must register the number of persons with the operations desk by 10:00PM on 12 December 2026. Exhibitors must ensure that all booth equipment and valuables are properly secured.

Booth Activities & Demonstrations

All gaming demonstrations, promotional activities, product displays and other booth-related activities must be conducted within the allocated booth area. Activities must not obstruct neighbouring booths, public walkways, emergency exits or firefighting equipment.

Sound & Noise Control

Exhibitors may use speakers, microphones and other audio equipment for booth activities, provided that sound levels do not cause excessive disturbance to neighbouring exhibitors or event activities. The Organiser reserves the right to request adjustments where necessary.

Crowd & Queue Management

Exhibitors are responsible for managing crowds and queues generated by their booth activities. All queues must be managed safely without obstructing public walkways, neighbouring booths or emergency access routes. Exhibitors must cooperate with the Organiser on any necessary crowd management arrangements.

Compliance, Content and Promotions

Each Exhibitor is responsible for every licence, permit and approval needed for its goods, services, content and promotions.
Each Exhibitor warrants that it owns or holds a valid licence for every trade mark, game, software, music, video and other content it displays, runs or plays at its booth, including any publisher licence needed to run games or tournaments in public. No counterfeit, pirated or unlicensed goods may be displayed or sold. The Organiser may remove such items and close the booth without refund.
Exhibitors must hold the public performance licences needed for any music or recorded content played at their booths, unless the Organiser confirms in writing that its own licence covers the booth.
No gambling, betting or game of chance for money or money's worth is permitted. Any lucky draw, contest, giveaway or prize promotion, and any distribution of food or beverage samples, requires the Organiser's prior written approval and compliance with applicable law, including any permit and halal or food regulatory requirement. A copy of each permit must be given to the Organiser before the Event.
Content, costumes and promotional material must be suitable for a mixed age audience and must not be unlawful, obscene, offensive or insensitive on grounds of race, religion or similar matters. Age restricted content or products must not be shown, sold or supplied to persons below the legal age. Personal data of minors must not be collected without parental consent. The Organiser may require immediate removal of non compliant content. These rules are to be read together with the eGG Fest 2026 Cosplayer Guidelines.

Wireless Equipment and Network

Exhibitors must not operate their own Wi-Fi access points, routers, mobile hotspots, wireless microphones, wireless video or other radio transmitting equipment without the Organiser's prior written approval, because these may interfere with the Event network, livestream and stage production. All such equipment must be approved for use in Malaysia. The Organiser may require any equipment causing interference to be switched off or removed immediately. Drones and other flying devices are not permitted.

Recording, Livestreaming and Images

The Organiser and its appointed crew may photograph, film and livestream the Event including booths, exhibitors, staff, performers and visitors. Notices that recording is in progress will be displayed at the Venue. Each Exhibitor grants the Organiser a non-exclusive, royalty-free licence to use images and recordings of its booth, products, staff and displays to promote the Event. Each Exhibitor is responsible for obtaining the consents of its own staff, performers and talent for that use.
Exhibitors must not record or livestream stage content or other exhibitors' activities for commercial purposes without the Organiser's written approval.

Incident Reporting

Any accident, injury, fire, theft, property damage or security incident must be reported immediately to the Organiser's operations desk and confirmed in writing within 24 hours. Exhibitors must preserve their own records of the incident. The Organiser may request CCTV and visitor records from the Venue and Exhibitors must cooperate.

Early Dismantling

Exhibitors are not permitted to dismantle their booths or commence move-out before 10:30PM on 13 December 2026 unless prior approval has been obtained from the Organiser. An Exhibitor that dismantles or begins move out early without approval is liable for resulting costs and the Organiser may refuse it future participation.

Smoking Policy

Smoking and vaping (including the use of e-cigarettes) are strictly prohibited throughout the venue.

Food and Beverage Policy

eGG Fest has its own F&B vendors, which are the exclusive suppliers of food and beverage for the event. All outside food and beverage are strictly prohibited, except for Exhibitors' own consumption or where expressly authorised by the Organiser.

Aisles

Under no circumstance can any exhibit display be allowed to encroach into the aisles. Please remember to keep your entire exhibits inside your booth at all times.

Storage

No storage facilities are provided. Any storage requirement shall be maintained within the booth area.

Building and Equipment Care

No attachment or fitting, no matter how temporary, is to be made onto the walls, floors, ceiling or any part of the building, including any building fixtures. No holes may be drilled, cored or punched in the Venue facilities. The only exception is non-residue, easily removable tape and adhesive-backed materials on wall or carpeted surfaces.

Exhibitors shall be responsible for the cost of repairing or replacing any damage to the Venue, its facilities or equipment caused by themselves, their employees, agents or appointed contractors.

Exhibition Cleaning

Exhibitors and contractors are responsible for all waste generated from their own booth area and must ensure it is removed from the hall and loading bay. For build-up and tear-down waste, see Section 9 of the Bare Space Booth Construction Regulations.

Obstruction of Fire Fighting Equipment

Fire exits, entrance/exit doors, hose reels and fire extinguishers must be kept clear of structures, materials, products and items at all times, including during set-up and tear-down. Any items obstructing fire exits, hose reels or firefighting equipment must be removed immediately upon instruction from authorised personnel. The Organiser or Venue may take proportionate action to clear such obstructions where necessary.

Hazardous and Dangerous Materials

No hazardous or dangerous materials are allowed to be brought into the Venue without the approval of the relevant authorities or the Venue. The Venue reserves the right to remove the hazardous materials from the Venue at the exhibitor's cost where the Venue deems those items hazardous.

The following require the Organiser's prior written approval, to be applied for by 27 November 2026: pyrotechnics, cold spark devices, naked flames, haze, smoke or fog machines, lasers, confetti or streamer cannons, helium, LPG and other compressed gas cylinders, and flammable liquids. Unapproved items will be removed.

Charging of electric scooters, electric bikes and hoverboards, and bulk charging of lithium batteries, in the hall is not permitted without written approval. Devices must not be charged unattended.

The Exhibitor responsible for any activity that triggers a fire alarm, evacuation or emergency call out is liable for all resulting charges and costs imposed on the Organiser or the Venue.

Electrical Works

All electrical installation must be carried out by Durian Events Sdn. Bhd., the Official Contractor. Exhibitors and contractors must not connect to the venue power supply themselves.

All electrical cabling on the floor must be taped securely and cabling across any door access must be protected by cable protection hump to minimise safety hazards.

The Venue reserves the right to disconnect or isolate the power supply which, in the opinion of the Venue, is dangerous and may cause disruption to the operation of the Venue.

Extension Cords

One multi-socket power strip may be connected to each power point if it carries overload protection, is in good condition and is of a type approved for use in Malaysia. Extension cords on reels, daisy chaining of power strips and any adapter that exceeds the rating of the power point are prohibited.

The total load on each power point must not exceed its rated capacity. Each Exhibitor must declare its expected electrical load per booth (equipment list and wattage) with its Form 1 or Form 3 and must order extra power points through Form 3 if the load exceeds the supply.

The Official Contractor may inspect, tag, disconnect or refuse to connect any equipment or wiring it considers unsafe or overloaded. Exhibitors whose equipment causes a trip are responsible for re-energisation charges.

Escalators and Lifts

Passenger lifts and escalators are not to be used for transporting freight or equipment and furniture. The use of trolleys is prohibited in the passenger lifts and foyer.

Limitation of Liabilities

To the extent permitted by applicable law, the Organiser, its employees, agents and authorised representatives shall not be held liable or responsible for:

- The safety of Exhibitors, their employees, agents, contractors or invitees during the exhibition, except to the extent that any injury or damage is caused by the Organiser's own negligence, wilful misconduct or breach of applicable law;
- Loss of or damage to exhibits, articles or other property brought into the exhibition by Exhibitors, their employees, agents, contractors, invitees or members of the public, except where such loss or damage is attributable to the Organiser's own negligence, wilful misconduct or breach of applicable law;
- Any restrictions or circumstances that prevent or delay the construction, erection, completion, alteration or dismantling of booths, or the entry, placement or removal of exhibits, or the failure of services or amenities provided by the hall owner or other third parties, where such circumstances are beyond the Organiser's reasonable control.

Each party remains responsible for any loss, injury or damage to the extent caused by its own negligence, wilful misconduct or breach of applicable law.

The Organiser shall not be liable for loss of profit, revenue, business, sales leads, sponsorship or marketing return, goodwill or data, or for any indirect or consequential loss.

Subject to the next paragraph, the Organiser’s total liability to an Exhibitor arising out of or in connection with the Event, whether in contract, tort (including negligence) or otherwise, shall not exceed the total fees actually paid by that Exhibitor to the Organiser for the Event.

Nothing in this section limits liability for death or personal injury caused by negligence, for fraud, or for any liability that cannot lawfully be limited.

An Exhibitor must report any loss, damage, injury, theft or incident to the Organiser’s operations desk immediately and confirm it in writing within seven days after the Event closes, with supporting records. Late reporting does not extinguish a claim, but the Organiser may rely on any prejudice to its ability to investigate, including the loss of CCTV or witness evidence.

Responsibility and Indemnity

Each Exhibitor is responsible for the acts and omissions of its employees, agents, Appointed Contractors, performers, promoters and invitees as if they were its own.

Each Exhibitor and each Appointed Contractor shall indemnify the Organiser and the Venue and their directors, employees and agents against all claims, losses, damages, liabilities and reasonable costs (including reasonable legal costs) arising from: (a) the design, construction, erection, operation or collapse of its booth or any structure; (b) its exhibits, products, services, activities, promotions and content; (c) any infringement of third party intellectual property rights; (d) any breach of this Manual or applicable law; and (e) injury, death or property damage caused by it or any person for whom it is responsible under the preceding paragraph, except to the extent caused by the negligence or wilful misconduct of the party seeking the indemnity.

The Organiser will notify the Exhibitor of any claim within a reasonable time. The Exhibitor must cooperate and preserve relevant records.

The Organiser or the Venue may, without compensation and at the Exhibitor’s cost, suspend or close any booth or activity, disconnect power, remove persons, exhibits or structures, or refuse entry where it reasonably considers that this is needed for safety, security, compliance with law, breach of this Manual or the proper running of the Event.

The Organiser’s operations desk at the Venue is the first point of contact for all on site matters. Contact details will be issued by email before the Event.

Insurance

Exhibitors are strongly advised to arrange, at their own cost, adequate insurance for their property, exhibits and public liability, including loss or damage caused by fire, water, theft, accident or natural calamities, covering move-in, the exhibition days and move-out.

Exhibitors are responsible for safeguarding their own property and belongings. The Organiser shall not be responsible for any loss or damage except to the extent caused by its own negligence, wilful misconduct or breach of applicable law.

Force Majeure

If the Event or any part of it is prevented, delayed, shortened, relocated or made unsafe by circumstances beyond the Organiser's reasonable control, including fire, flood, power or utility failure, epidemic, war, terrorism or security threat, social unrest, severe weather, unavailability or closure of the Venue, or any order or directive of a governmental authority, the Organiser may postpone, relocate, shorten, reconfigure or cancel the Event. The Organiser will notify Exhibitors by email as soon as reasonably practicable.

If the Event is cancelled before it opens, the Organiser will, at the Exhibitor's election, refund or credit toward a rescheduled event the fees paid by that Exhibitor less its pro rata share of costs the Organiser has incurred and cannot recover. If the Event is shortened or reconfigured, no refund is due for the part of the Event delivered and the Organiser will consider in good faith a proportionate credit for the part not delivered. Subject to the Limitation of Liabilities section, the Organiser is not liable for any other loss arising from these circumstances. Payments made to the Official Contractor under Form 3 are governed by Form 3 and not by this section.

Organiser’s Decisions

Exhibitors and Appointed Contractors must comply immediately with the on site safety and operational instructions of the Organiser, the Venue and authorised personnel during set up, the exhibition and dismantling.

Compliance with an instruction or decision under this section does not waive any right to raise a dispute afterwards under the General Term and in any event, the Organiser’s decision shall be final. .

BARE SPACE BOOTH CONSTRUCTION REGULATIONS

1. General Requirements

a) Booth construction must not exceed the assigned booth boundaries. The booth must have the correct dimensions to fit the allocated booth space, and all materials must be kept within the contracted booth space at all times, including the emergency aisle.
b) The top of all booths must be open so as not to impair protection by the sprinkler system. A fully covered roof or ceiling is strictly NOT allowed. Double storey booths are permitted only with the prior written approval of the Venue and subject to the Venue's and the relevant authorities' fire safety requirements, including sprinkler and smoke detection coverage of every level. The restriction on covered roofs applies to all other booths.
c) Custom booths must be pre-fabricated off-site and assembled on-site.
d) No cutting, sawing, sanding, welding, gluing, major carpentry work or painting is permitted in the exhibition hall or loading areas. Only minor touch-ups to the exhibitor's own booth structure are allowed.
e) The use of paint or glue on the floor of the exhibition hall is strictly prohibited.
f) Any store room door in the exhibition booth facing the aisle must open inward to meet safety requirements and hazard prevention.
g) Every hanging structure, truss, rigging point, LED wall, stage or platform and every booth above 10ft must be supported by structural engineering certification from a registered professional engineer, submitted with the booth design by 27 November 2026.

2. Build Height

Standard build height is 10ft. Booths exceeding 10ft (including double-storey) are allowed only with the approval of the Venue (Hextar). The booth design must be submitted by 27 November 2026 and must include structural engineering certification.

3. Booth Design Drawing Submission

- All exhibitors taking bare space are required to get their appointed booth contractor to submit their booth design by 27 November 2026 to ensure that it meets the requirements outlined in the venue's guidelines.
- In order to facilitate the review of the technical and safety aspects of the booth design, the following are required:

a. Booth design drawings in PDF format in one single file, submitted together with the Booth Design Submission Checklist on Form 1.
b. A plan showing the booth location in the exhibition floor plan, 3D mock-up, detailed dimensions and height including all sides elevation view.
c. Description of materials to be used for the booth construction.

4. Raised Floor

- The raised floor surface or ramped edge must not contain sharp or dangerous edges and must not be a trip hazard.
- Raised flooring must have rounded edges or protective covering to the sharp edges.

5. Lighting

- All lighting must be kept within the confines of the exhibition booths; no lighting shall protrude out onto the aisle.

6. Fixing

- No items or material shall be tacked, stapled, nailed or otherwise affixed to any surface of the venue (e.g. floor, wall, ceiling and glass panel). The only exception is non-residue, easily removable tape and

adhesive-backed materials on wall or carpeted surfaces, as stated under Building and Equipment Care.

- No core drilling, nailing, screwing or fixing into any floor is allowed or permitted.
- No pins, nails or tacks are to be used on any surface of the venue. Velcro tape is the only approved method for affixing to fabric material.

7. Drapes / Fabric Materials

- All decorations; drapes, fabric walls, signs, banners, acoustical materials or similar decorative materials used to construct the exhibition booth must be flame-retardant and meet current fire regulations. Test certification must be available for inspection.
- Fabrics used for interior booth decoration cannot be loosely draped and must be tightly affixed to a solid backing, secured above floor level and not touching light fittings.

8. Electrical Connection

a) Each booth will be provided, through the Official Contractor, with two (2) x 13A power points. Each power point may supply one multi-socket power strip on the terms set out under Extension Cords.
b) The total load on each power point must not exceed its rated capacity and each Exhibitor must declare its expected electrical load as set out under Extension Cords. Exhibitors whose lighting fixtures are found to have caused trips in the power supply will be responsible for all re-energisation charges.
c) Exhibitors who require an additional 13A or 15A plug point must submit Form 3 to the Official Contractor and the Organiser by 30 November 2026.
d) Kindly ensure all lighting cable/wire comes with an earth clamp connector and is earthed, especially for metal structure designs including truss systems.
e) All electrical installation must be carried out by Durian Events Sdn. Bhd., the Official Contractor.

9. Cleaning / Rubbish Removal

The appointed booth contractor is responsible for clearing all waste construction materials / debris, rubbish and packing materials from the exhibition hall and loading bay during installation and tear down, and for taking them back to its own warehouse. No crates, exhibits or packing materials may be placed in walkways during build-up. All items left in walkways will be treated as waste and removed without notice.

FORM SUBMISSION INFORMATION

All completed forms and supporting documents must be submitted by the respective deadlines stated below, to the party stated in the “Submit To” column.

Submission Deadlines

Form	Submit To	Deadline
Form 1 - Bare Space Booth - Non - Official Contractor	Organiser	27 November 2026
Form 2 - Contractor Registration & Pass	Organiser	27 November 2026
Form 3 - Additional Services Order Form (together with payment slip)	Official Contractor (Durian Events) and Organiser	30 November 2026
Contractor Safety Declaration	Organiser	27 November 2026

Only Form 3 and its payment slip need to be sent to Durian Events. All other forms are sent to the Organiser only.

Organiser

eGG Network (MantaYaY Sdn. Bhd.)
Contact Person: Ms. Tan Xin Yee
Mobile: +60169222676
Email: xinyee@mantayay.com

Official Contractor (Form 3 only)

Durian Events Sdn. Bhd.
Contact Person: Ms. Mel Koo / Mr Faisal
Mobile: +6012-227 5654 (Mel Koo) / +6012-240 0081 (Faisal)
Email: melkoo@durianevents.com.my / faisal@durianevents.com.my

FORM 1- BARE SPACE BOOTH – NON-OFFICIAL CONTRACTOR

Deadline: 27 November 2026

(This form must be completed and returned, if applicable)

We confirm receipt of Manual version 1 dated _____[date], have read it including the Limitation of Liabilities, Insurance and Responsibility and Indemnity sections, and agree to be bound by it.

Exhibitor's Information

Company Name:		**Booth No:**	
Contact Person:		**Mobile No:**	
Designation:		**Tel No:**	
Email:			

Exhibitor Pass Collection Method Selection

Please select your preferred pass collection method (check one):

- ☐ **11 December 2026** (12:00PM - 3:00PM at Reception Counter, Hextar World Exhibition Hall)
- ☐ **Event days** (12 - 13 December 2026, upon arrival before entering the exhibition hall)
- ☐ **Early collection** before 12:00PM on 11 December 2026 (MantaYaY Office on 3 to 4 or 7 to 8 December 2026 between 3:00PM and 6:00PM, or Reception Counter on 10 December 2026 between 10:00AM and 11:00AM)

Notice: *For those who selected to collect on 11 December but did not show up, passes can be collected on event days.*

Appointed Contractor Information

Company Name:			
Person In Charge:		**Email:**	
Tel No.:		**Mobile No.:**	
Address:			

Booth Design Submission Checklist (Form 1 continued)

Please tick to confirm the following are included in your booth design submission:

- ☐ All drawings combined in one single PDF file (please do not send multiple attachments).
- ☐ Booth number and booth location on the exhibition floor plan.
- ☐ Mock-up / perspective view of the booth.
- ☐ Detailed dimensions and height, with elevation views of all sides.
- ☐ Structural engineering certification (required for booths over 10ft, including double-storey; for all hanging structures, truss, rigging points, LED walls, stages and platforms).
- ☐ Confirmation that the top of the booth is open (no fully covered roof or ceiling).

Note: Booth design plan must be submitted to the organiser by 27 November 2026. The organiser reserves the right to stop any exhibitor and/or their appointed contractor from working within the exhibition hall before their booth design/drawing are approved.

FORM 2 - CONTRACTOR REGISTRATION & PASS

Deadline: 27 November 2026

The Following Company will be our contractor for booth building and/or other display works.

We confirm receipt of Manual version *version 1 dated* _____*[date]*, have read it including the Limitation of Liabilities, Insurance and Responsibility and Indemnity sections, and agree to be bound by it.

Contractor Company Name:		**Booth No:**	
Person In Charge:		**Mobile No:**	
Contractor signature and company stamp:		**Tel No:**	
Email:			

Workers Requiring Contractor Passes

Please list all workers who need a pass. The number of passes issued follows this list. If you have more than 15 workers, attach an additional sheet.

No	Workers Name	NRIC / Passport No.	Nationality
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Total passes requested: _____

The Organiser collects the names, NRIC or passport numbers and nationality of workers to issue passes, control venue access, ensure safety and security and investigate incidents. The data may be shared with the Venue, its security and, where required by law, authorities. It will be kept for 90 days after the Event and then deleted unless needed for a claim. The Contractor confirms it has informed each worker of this notice and is entitled to provide the data. The Contractor also confirms that every worker listed is a Malaysian citizen holding an IC or holds a valid work permit, and that the work permit number and expiry date of each foreign worker are stated beside the nationality.

Pass Collection Method Selection

Please select your preferred pass collection method (check one):

- ☐ **Office Collection** (3 - 4 & 7 - 8 Dec 2026, 3:00PM - 6:00PM at MantaYaY Office)
- ☐ **Courier Delivery** (RM8 shipping fee payable by contractor)
- ☐ **On-site Collection** (10 Dec 2026, 10:00AM - 11:00AM at Reception Counter, Hextar World Exhibition Hall)

Notice: *Please note that the selected pass collection method cannot be changed after submission.*

NOTE:

1. Contractors remain responsible for any damages to the venue or its equipment during build-up, exhibition days and dismantling periods. Damages will be charged to the exhibitor or appointed contractor.
2. All contractors must wear their pass inside the hall at all times.
3. The contractor pass is ONLY valid for the setup and dismantle times stated on the tag. Anyone found misusing the pass will be removed from the venue immediately.
4. Any change to the number of workers must be notified to the Organiser at least 24 hours in advance.

Exhibitor nominating the contractor named above and accepting responsibility for it under the Manual (name, signature, company stamp and date):

FORM 3 - ADDITIONAL SERVICES ORDER FORM

Deadline: 30 November 2026

Use this form to order additional power points, furniture (tables and chairs), and other items from the Official Contractor, Durian Events Sdn. Bhd. Each booth is already provided with two (2) x 13A power points.

Exhibitor's Information

Company Name:		**Booth No:**	
Contact Person:		**Mobile No:**	
Email:			

Order

No	Item	Unit Price (RM)	Quantity	Amount (RM)
1	Additional 13A plug point	65.00		
2	Additional 15A plug point	110.00		
3	6ft x 2.5ft oblong table with black fitted cloth	75.00		
4	Banquet chair with black cover	10.00		
5				
TOTAL				

Payment and Submission

Payable to	DURIAN EVENTS SDN. BHD.
Bank	Maybank
Account No.	564191782368
SWIFT Code	MBBEMYKL
Payment Reference	Company name and booth number
Submit To	Please send the completed form together with the payment slip to both. Durian Events: melkoo@durianevents.com.my / faisal@durianevents.com.my Organiser: xinyee@mantayay.com

Note:

1. All prices are in Ringgit Malaysia (RM). Prices exclude SST and where Durian Events is required by law to charge SST, it will be added accordingly. For items not listed (e.g. TVs), state the item and quantity in the blank row, Durian Events will confirm the price.
2. All items are rental items for the duration of the event wherethe exhibitor shall be liable for any loss of or damage to the rented items.
3. *Orders received after the deadline are subject to an additional 50% surcharge.*
4. An order is valid only once payment has been made and the payment slip submitted. Refunds on paid orders are governed by the terms of this order between the Exhibitor and Durian Events, including where the Event is postponed or cancelled.
5. All orders are subject to availability. Orders received after the deadline (after 30th November 2026) cannot be guaranteed.
6. Delivery and installation will be carried out by Durian Events.

7. This order is a contract between the Exhibitor and Durian Events Sdn. Bhd. as principal. The Organiser is not a party to it, is not Durian's agent, gives no warranty of the goods or services and is not responsible for their supply, quality, price, delay or refund. The Organiser keeps a copy of the form and payment slip for record only.
8. Durian Events will not change its bank account details by email or message. If you receive any such request, confirm with the Organiser before paying.

Signature & Company Stamp

_____

CONTRACTOR SAFETY DECLARATION

(Compulsory for Appointed Contractors)

Event Name: eGG Fest 2026
Build-up: 10th & 11th December 2026
Event date: 12th & 13th December 2026
Tear Down: 13th (from 10:30PM) & 14th December 2026

The Booth Builder is responsible for ensuring that each booth complies with the Venue's and/or authorities' guidelines/requirements. The Organiser and the Venue shall not be responsible for any rectification work required to correct deviations of the booth from the approved booth design plan or the exhibition floor plan. Therefore, the booth structure / integrity will be the responsibility of the Booth Builder and subject to on-site supervision if necessary.

It is the responsibility of the Booth Builder to ensure the following:

1. Each booth does not exceed the approved build height.
2. The approved booth size fits into the booth's footprint.
3. To cross-check the booth design plan against the exhibition floor plan.

All temporary structures built for exhibitions or events must possess adequate strength and stability and function properly during construction and throughout the duration of the event. Temporary structures are to be constructed in a manner that poses no danger to the public, employees or contractors at any time. In short, they must not be a potential hazard to anyone in the vicinity.

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in this Manual are observed carefully. The following guidelines must be adhered to:

Part 1: Venue Management Rules and Regulations

1. All appointed contractors are required to register with the Organiser.
2. All contractors must possess a valid business registration licence, workmen compensation insurance and public liability and/or third-party liability insurance.
3. All contractors must wear a pass supplied by the Organiser at all times when entering the halls.
4. All Malaysian workers must possess an Identity Card (IC) and all foreign workers must possess a valid work permit in order to obtain a contractor pass.
5. Contractor personnel must be at least 18 years old. No person under 18 is permitted to carry out work in the exhibition hall or loading areas.
6. Eating and drinking are not permitted in active construction areas or loading bays. All food waste must be disposed of properly.
7. Alcohol is not permitted in any Event or operational area, and no person is allowed to work while under the influence of illegal drugs or alcohol. Anyone found doing so will be removed from the Venue.
8. Smoking and vaping are not allowed at any time within the venue.
9. Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
10. Construction materials are not allowed to obstruct fire exits and fire fighting equipment. All materials must be kept within the contracted booth space at all times.
11. Contractors caught cleaning and disposing of paint or chemical build-up materials in the toilet bowl and washing basin will be liable to bear any cost incurred for rectifying the drainage system.
12. All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
13. Activities which generate dust or fumes such as welding, sanding and sawing are strictly prohibited. Booth structures shall be pre-fabricated off-site. No painting is permitted in the hall or loading areas, except minor touch-ups to the exhibitor's own booth structure.
14. Any person working on scaffolding of 2 metres and above must be protected with appropriate personal protective equipment such as safety helmet, body harness and covered or safety shoes. Only competent and experienced personnel shall be allowed to erect and dismantle the scaffolding.
15. Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the exhibition hall is strictly not allowed.

16. Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of security personnel shall be evicted from site.
17. Any person using abusive language, violent behaviour or committing unsafe work practices and/or non-compliance activities will be prohibited from working in the venue immediately.
18. In order to facilitate review of the technical and safety aspects of the booth design, the following guideline is required to be followed:
    - Booth design must be submitted in PDF format.
    - The different views of the 3D diagrams / photos / pictures shall be presented in one PDF document. (Please do not attach various attachments to the email.)
    - The description of the technical aspects and safety elements must be indicated in the 3D diagram / photo / picture.
    - The height of the booth must be indicated in the diagram / photo / picture.

Part 2: Loading Bay, Damage & Liability

1. Loading bay: Loading and unloading are permitted only at the designated loading bay during the vehicle access windows stated in this Manual.
2. Damage: Contractors are responsible for any damage caused by their personnel, equipment or activities to the venue's property and facilities.
3. The Contractor is responsible for conducting its work safely and for securing its own tools and equipment during move-in, exhibition and move-out. Each party remains responsible for loss, injury or damage to the extent caused by its own negligence, wilful misconduct or breach of applicable law.

Part 3: Declaration

I have read the above, understand the nature of the work, and agree to comply with all safety precautions and venue rules while carrying out work at the venue. I accept the liability set out in Part 2.

I hereby confirm that I have read and understand the above and agree to abide by the terms and conditions with this signed declaration.

I am authorised to sign for the Company and the Company agrees to be bound by the Manual (including the Responsibility and Indemnity section) and accepts the liability set out in Part 2 and in that section.

_____

Signature & Company Stamp

Company Name: _____

Name: _____

Designation: _____

Contact No.: _____

Date: _____