

Guidelines for LIBOR's Commercial Deal Exchange

October 8, 2026 | 10:00 AM – 1:00 PM | LIBOR HQ – Melville, NY

LIBOR's Commercial Deal Exchange is designed to create business in a fast-moving, deal-focused environment. This program allows participants the chance to showcase properties, present buyer and tenant needs, and engage in meaningful discussions that spark collaboration and business opportunities.

Preparation of Standard Marketing Presentation Form

Attendees who wish to present a property must complete the Standard Marketing Presentation Form and submit it electronically to Evan Smith at ESmith@lirealtor.com by **October 5, 2026**.

The **first 20 completed forms** received will be guaranteed a presentation slot during the moderated portion of the session. Completed forms will be processed strictly in the order they are received. All accepted forms will be compiled into a Marketing Packet, designed to improve the efficiency and flow of the program, and will be distributed to attendees to ensure key information is accessible to all participants. Please type or clearly print your information and submit a separate form for each property. **Forms cannot contain any information regarding broker compensation. Any forms including compensation details will not be accepted.**

Please note: Once the maximum of 25 property submissions has been reached, no additional forms will be accepted for the moderated segments. Attendees who are unable to secure a reserved slot may still have the opportunity to present during the "pitches from the floor" segment, time permitting.

Presenters are strongly encouraged to bring backup materials for distribution to interested attendees. A simple visual aid such as a marketing brochure, offering memorandum (OM), or site plan is also recommended. No presenter or attendee shall engage in any public discussion concerning broker compensation or commission during the course of a presentation.

Format and Agenda

- **10:00 AM – Check-In and Breakfast:** Check in, enjoy lunch, and start connecting with other commercial real estate professionals.
- **10:20 AM – Opening Remark and Event Instructions/Overview:** Brief opening remarks, program format, and guidelines for presentations and open-floor pitches.
- **10:30 AM – Property Presentations:** Moderated presentations from pre-registered participants. Each presenter will have up to 2 minutes, with details included in the Marketing Packet.
- **11:30 AM – Pitches from the Floor:** Open opportunity for attendees to share listings, buyer needs, or tenant requirements, *time permitting*.
- **12:15 PM – Closing Remarks:** Final announcements and wrap-up.
- **12:30 PM – Open Discussions:** Dedicated time to connect, follow up on presentations, and explore potential opportunities.

For any questions, please contact LIBOR's Commercial Staff Liaison, Evan Smith at ESmith@lirealtor.com