

## 10 QUESTIONS TO ASK

# 10 QUESTIONS TO ASK BEFORE YOU BUY A CONFERENCE TABLE

A conference table is among the most visible and consequential furniture purchases in any organization — and an undersized or poorly specified choice creates problems that extend well beyond aesthetics. Incorrect sizing disrupts meetings; tables without integrated power frustrate modern teams. Because conference tables are large, expensive, and logistically difficult to return, addressing these 10 questions before purchase prevents significant cost and disruption.

### 1. What size table does my room actually support?

Industry planning standards specify 30" of linear table edge per seated participant, with a minimum 3-foot clearance between the table edge and the nearest wall or obstruction. A 10-person conference room typically requires a table in the 10'–12' range, which demands a room measuring at least 16'–18' long by 10'–12' wide. Our specialists recommend measuring the room twice — accounting for HVAC registers, door swing arcs, and any built-in credenzas — before committing to a table size.

### 2. How many people does this table realistically seat?

Manufacturer seating counts are frequently based on 24" per person, which is uncomfortably tight for practical meeting use. Industry standards specify 30" per person as the minimum for comfortable seating. Under this guideline, a 96" (8-foot) table seats 6 comfortably — not 8. A 144" (12-foot) table seats 8–10. Our recommendation is to size up when in doubt — an undersized conference table reflects poor planning every time a meeting exceeds capacity.

### 3. Does the table have integrated power and data, and where are the ports located?

Contemporary conference environments require integrated power and data access at the table surface. Conference power modules (CPMs) should be flush-mounted or pop-up, providing at minimum two standard 15A outlets, two USB-A ports, and one USB-C port per module. Key specifications to verify include module positioning (center vs. end caps) and power routing from the table to the wall — concealed floor feeds deliver a significantly cleaner presentation than surface-mounted cord runs.

### 4. What is the edge profile, and does it matter for seated comfort?

Edge profile affects both aesthetics and seated comfort during extended meetings. A waterfall edge (sharp 90-degree drop) provides a contemporary look but can press uncomfortably into forearms over the course of longer sessions. A bullnose or eased edge (rounded to 1/8"–1/4" radius) offers better ergonomic comfort. Beveled or sculpted profiles convey a premium aesthetic. For organizations holding regular meetings exceeding two hours, edge profile is not a trivial specification.

### 5. What base configuration does the table use, and how does it affect legroom?

Conference table base configurations — pedestal, trestle, boat-shaped column, and panel-end — each impact legroom differently. Pedestal bases maximize seating flexibility, while trestle and panel-end designs can restrict

end-seat positioning. Our specialists recommend confirming exactly where base feet extend relative to seating positions — a base protruding 18"–24" from center can effectively eliminate comfortable legroom at the table ends.

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## **6. What is the surface material, and how does it handle daily wear?**

Surface material selection should be driven by usage intensity. High-pressure laminate (HPL) and thermally fused laminate (TFL) deliver the highest scratch and mar resistance for active conference environments. TFL provides an effective balance of durability and cost. Wood veneer offers a premium visual presence but carries greater susceptibility to moisture rings and surface scratching. Requesting the finish specification and any recommended maintenance products is standard practice — a quality HPL or TFL surface requires only a dry or lightly damp cloth for ongoing care.

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## **7. How is the table shipped, and what does assembly require?**

Conference tables exceeding 8 feet almost universally ship via freight in multiple cartons. Assembly at the destination requires a minimum of two people, an Allen wrench, and 60–90 minutes of careful alignment. Tables over 10 feet benefit significantly from professional installation, particularly in multi-story buildings with elevator constraints. Our team recommends requesting white-glove delivery service for any above-ground-floor placement.

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## **8. Is the table part of a line that includes matching credenzas or buffets?**

Many conference tables belong to coordinated product lines that include matching credenzas, media consoles, and sideboards. Purchasing within the same line ensures consistency in finish, grain pattern, and edge profile. Our specialists advise confirming the availability of coordinating pieces before committing to a table — manufacturers occasionally discontinue complementary items between production cycles.

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## **9. What is the lead time for this specific table?**

In-stock conference tables typically ship within 5–10 business days. Custom sizes, non-standard finishes, or made-to-order bases can extend lead times by 4–12 weeks. When a project has a firm move-in or completion date, lead time becomes the primary constraint — not a secondary consideration. Our team confirms lead times in writing before processing any conference table order.

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## **10. What does the warranty cover?**

We offer a Free Lifetime Warranty that covers any manufacturer defect. Normal wear and tear, patron abuse, or damage is not covered. For conference tables, verifying who manages warranty service — the manufacturer or the dealer — is an important step. Our team at OfficeFurniture2go handles warranty claims directly, ensuring a straightforward resolution process.

Visit [OfficeFurniture2go.com](https://OfficeFurniture2go.com) for our complete Conference Table Buyer's Guide, including room planning tools and layout templates. Call 800-460-0858 to speak with a specialist who can help size and configure a table for your specific conference room.

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