

## 10 QUESTIONS TO ASK

# 10 QUESTIONS TO ASK BEFORE YOU BUY A CONFERENCE TABLE

A conference table is among the most visible pieces of furniture in any organization, and an undersized or mismatched choice creates problems that go far beyond aesthetics. The wrong size disrupts meetings; a table without power integration frustrates modern teams. Because conference tables are large, expensive, and difficult to return, asking the right questions before you buy saves significant money and headaches downstream.

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

The standard planning rule is to allow 30" of linear table edge per seated person, plus a minimum of 3 feet of 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 needs a room that is at least 16'–18' long and 10'–12' wide. Measure twice — including HVAC vents, door swing arcs, and any built-in credenzas — before you select a size.

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

Manufacturers often quote maximum seating based on 24" per person, which is cramped for practical use. Use the 30" per-person standard as your minimum for comfortable seating. A 96" (8-foot) table seats 6 people comfortably, not 8. A 144" (12-foot) table seats 8–10 comfortably. When in doubt, size up — an undersized conference table communicates inadequate planning every time a meeting runs out of room.

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

Modern conference rooms require in-table power and data access. Look for tables with conference power modules (CPMs) built into the surface — ideally flush-mounted or pop-up, with at least two standard 15A outlets, two USB-A, and one USB-C port per power module. Confirm where the modules are positioned (center of the table vs. end caps) and how power routes from the table to the wall — concealed floor feeds are cleaner than surface-mounted cords.

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

The edge profile affects both the look and ergonomics of the table. A waterfall edge (sharp 90-degree drop) is contemporary but can press uncomfortably into forearms during long meetings. A bullnose or eased edge (rounded to a 1/8"–1/4" radius) is more forgiving. A beveled or sculpted profile projects a higher-end aesthetic. This is not a trivial question if your team holds 2-hour-plus meetings regularly.

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

Conference table bases come in several configurations: pedestal (single or double), trestle, boat-shaped column, and panel-end. Each affects legroom differently. Pedestal bases tend to maximize seating flexibility, while trestle and panel-end bases can interfere with end seating. Ask specifically where the base feet extend relative to the seating positions — a base that protrudes 18"–24" from center can effectively eliminate comfortable end-seat legroom.

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

Surface materials include high-pressure laminate (HPL), thermally fused laminate (TFL), and real wood veneer. For high-use conference environments, HPL and TFL rate highest for scratch and mar resistance. TFL is commonly used for its balance of durability and price. Veneer surfaces may experience moisture rings and scratching but provide a premium aesthetic. Ask for the finish specification and whether the dealer recommends a maintenance product — a quality HPL/TFL surface should require only a dry or slightly damp cloth to maintain.

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

Conference tables over 8 feet almost always ship freight and arrive in multiple cartons. Most are designed to assemble at the destination — which requires at minimum two people, an Allen wrench, and 60–90 minutes of careful alignment work. Larger tables (10'+) often benefit from professional installation, especially in multi-story buildings with elevator constraints. Ask about white-glove delivery service if you're installing above the ground floor.

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

Many conference tables are sold as part of coordinated lines that include matching credenzas, media consoles, and sideboards. Purchasing within the same line ensures finish, grain pattern, and edge profile consistency. If you're furnishing a full conference room, confirm the availability of coordinating pieces before committing to a table — manufacturers sometimes discontinue complementary pieces between ordering 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 add 4–12 weeks. If your project has a hard move-in or grand-opening date, lead time is not a secondary question — it's the first constraint you should establish. Get the lead time confirmed in writing before the order is placed.

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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, ask specifically who handles warranty service — is it the manufacturer or the dealer? Our team at FindOfficeFurniture.com handles warranty claims directly, making the process straightforward. Visit FindOfficeFurniture.com for our full Conference Table Buyer's Guide, including room planning tools and layout templates. Call 888-719-4960 to speak with a specialist who can help you size and configure a table for your specific room.

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