



CONFERENCE ROOM TABLES – WHAT YOU SHOULD KNOW

Your Conference Room is one of the most important areas in your office as it is reflection on you with customers and employees that visit or utilize it for meetings and presentations.

This summary is designed to show you the options you have in making this important decision, one that will present your company in its' best light for years to come. Depending on which options are important to you, it also guides us to finding the right table for you from a selection of manufacturers, some of which are on site, and others not on site that may be a better fit for your specific requirements.

FIRST, HOW BIG A TABLE SHOULD I BUY? As a rule of thumb, the number of people that can sit at a table is **EQUAL** to the length of the table, an 8-foot table seats 8; a 20-foot table seats 20. Chairs are in general 25" to 28" in width so if you use 30" per person as a benchmark you will be in the ballpark. You will want to have 3 feet or more of clearance around the table for easy access. Oval shaped tables lose a little "seat room" at the corners.

SECOND, WHAT SHAPE OF TABLE DO I WANT? Most manufacturers offer tables in the three most common shapes: **RECTANGULAR, OVAL OR RACETRACK, AND BOAT SHAPE**, wider in the middle tapering to each end.

Specific vendors also offer **OCTAGONAL; EZ VIEW** (a shape tapered from one end to the other that is utilized for high presentation environments as it affords a better view of a speaker at the fat end of the table); **THUMBNAIL**, a design that rounds the end of the table like a fingernail, a sort of a cross between oval and rectangular; and **BUTTON**, a cross between rectangular and oval that bulges the end sides out at the midpoint.

ROUND tables are available from 30" to 72" in Diameter.

THIRD, WHAT FINISH DO I WANT? Finish selections range widely. We can provide brochures on finish selection from each manufacturer and would be happy to obtain actual wood or laminate samples for you. There are three basic finishes to choose from (1) laminate or melamine; (2) High Pressure Laminate; and (3) Veneer.

Laminate/melamine is the least expensive and least durable. In general it has a good scratch and mar resistance and will not peel or chip. If you had a piece of wood with a laminate skin and broke it over your knee it would break cleanly in two pieces.

High Pressure Laminate (HPL) is the thickest and most durable surface. If you broke the same wood over you knee with HPL, the sub-straight wood material would break, and the HPL skin would bend, it has a thick clear resin coating that makes it the most scratch and mar resistant in the industry. Dropping objects on it are also less likely to dent than regular laminate or veneer. It is kitchen counter top strong as it is made by companies like Formica.

Veneer uses the same sub-straight materials as both laminates but is a thin slice of real wood that is glued/heat bonded to the surface. As **REAL WOOD**, it is softer and thus more likely to scratch or dent, but it does have the real wood grain pattern look that many prefer. Veneers for the most part are more expensive than laminates although there are some imported items that might be considered.

FOURTH, Edging. An often-overlooked option that can add a real difference to the look of your table. Ranging for simple PVC and Bullnose edging, hardwood edging is often available in a variety of styles, from a simple hardwood edge of approx 3/8" thickness, to edges that themselves are 2-3 inches wide and thus present a border to your table. Options vary by style and shape of the table, and by manufacturer. Remember to ask us.

FIFTH, Base Style. Again, often overlooked. Some manufacturers offer only one, some a wide variety. Slab or Panel bases are the most common, but you will see options of a curved slab, "H" base, 4 posts, cylinder, half cylinder, X base, and others. Price varies by selection in most cases. For some manufacturers you can mix a High Pressure Laminate base on a veneer top finish table and they will match the veneer stain to the laminate exactly.

SIXTH, HOW FAST DO I WANT MY TABLE? While we do have some tables up to 96" (or even 120" in some areas) that are available for delivery within 48 hours, choices as to style, finish, options are more limited than if you have time to Plan Ahead.

A good **LEAD TIME** to figure on is in the 3 week area for standard configurations, up to 6-7 weeks for more custom tables with veneer tops, and/or wider hardwood edging.

SEVENTH, POWER. In the age of technology, many manufacturers now offer a package that either gives you the necessary cut-outs and under-table troughing needed to add power options later; or they offer the full power set up, installed at the factory to give you electrical, data, and voice in 1-4 under-door locations in mid table. This is not offered by all manufacturers, or even by a given manufacturer on all tables they make, but as you make this decision we will guide you to those that fit your needs.

EIGHTH, PRICING. Note that all prices on our site, or that we will quote you, are based on **FREE DELIVERY**, dock to dock, anywhere in the Continental US. Inside Delivery by the trucker is available and the added cost is dependent on your receiving situation. **Assembly** can also be arranged. In most states we are not required to collect sales tax.

FINALLY, review our options for a Conference Table and Chairs with the knowledge that if can supply both items; we will quote a package price on your needs that will be less expensive overall than the site prices.



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