servicenow.

Furniture Guidelines - EMEA

2024

Lobby

- Reception Desk 1.1
- 1.2 Lounge - Sofa / Sectional
- 1.3 Lounge - Chair
- Coffee Table 1.4

Collaboration

- 2.1 Lounge - Sofa
- 2.2 Lounge - Chair
- 2.3 Poufs
- 2.4 Coffee Table
- 2.5 Laptop Table
- Bar / Counter Height Table 2.6
- 2.7 Bar / Counter Height Seating
- 2.8 Accessories

Table Of

Contents

- **Break Room** 3.1 Dining Table 3.2 **Dining Chair** Picnic Table & Bench 3.3 3.4 Lounge 3.5 Bar / Counter Height Table
 - Bar / Counter Height Seating 3.6



3

Mother's / Wellness Room

- Lounge Sofa 4.1
- Side / Coffee / Laptop Tables 4.2

Focus

- 5.1 Typical Layout
- 5.2 Lounge – Armchair & Pouf

Huddle

- Typical Layout 6.1
- 6.2 Lounge - Sofa
- Lounge Chair 6.3
- Lounge Ottomans 6.4
- Side Chairs 6.5
- **Coffee Tables** 6.6
- Laptop Tables 6.7
- Bookcase / Cabinet / Credenza 6.8

Library

- 7.1 Lounge - Chair
- Side / Coffee Table 7.2
- **Guest Chair** 7.4



Accessories

Whiteboard/Mobile Whiteboard 8.1





Conference Room

- Large Conference Room 10.1
- 10.2 Medium Conference Room
- Small Conference Room 10.3

LOBBY



LOBBY 1.1 RECEPTION DESK*



*Custom millwork designs to be executed, quoted and built by dealer partners in EMEA. Few options are shown from the Americas standards above

LOBBY 1.2 LOUNGE - SOFA

Name: Cloud Sofa

Dubai in 2021

Manufacturer: Bolia

Lead Time: 8 weeks

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Note: 2¹/₂- or 3-seater, used in Dublin 2019,





Name: Millbrae Lifestyle Manufacturer: Coalesse Lead Time: 10-12 Weeks Note: 1-2-3 seater, used in Dublin 2019

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Name: Perimeter Manufacturer: Orangebox Lead Time: 10 Weeks Note: Used in Munich 2024

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Name: Grace Sofa Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024

LOBBY 1.3 LOUNGE - ARMCHAIR

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Name: Cloud Armchair Manufacturer: Bolia Lead Time: 8 weeks Note: Used in Dublin 2019, Dubai in 2021



Name: Colubi Manufacturer: Viccarbe Lead Time: 10-12 Weeks Note: 1-2-3 seater, used in Dublin 2019

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Name: Bowie Manufacturer: Bolia Lead Time: 8-10 weeks Note: 2- or 3-seater



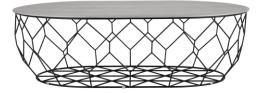


Name: Millbrae Lifestyle Armchair Manufacturer: Coalesse Lead Time: 10-12 Weeks Note: Used in Dublin 2019

LOBBY 1.4 LOUNGE - TABLES



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Name: Comb Ellipse Manufacturer: Bolia Lead Time: 10 Weeks Note: Used in Dublin 2019



Name: Maarten Low Manufacturer: Viccarbe Lead Time: 10-12 Weeks Note: Munich 2024



Name: Burin Manufacturer: Viccarbe Lead Time: 8-10 weeks Note: Munich 2024

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Name: Bamba Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024

COLLABORATION



COLLABORATION 2.1 LOUNGE - SOFA



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Name: Lagunitas Manufacturer: Coalesse Lead Time: 10 weeks Note: Screens and multiple other configs available







Name: Away from the Desk Manufacturer: Orangebox Lead Time: 10-12 Weeks Note: Media dens, organic freeform soft seating elements with differentiative privacy Name: Cwtch Manufacturer: Orangebox Lead Time: 8-10 weeks Note: 1-, 2-, 3-seater or sofa booths

COLLABORATION 2.2 LOUNGE - CHAIR



Name: C3 Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024



Name: Clara Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024 €€€



Name: Cwtch Manufacturer: Orangebox Lead Time: 8-10 weeks Note: 1-, 2-, 3-seater or sofa booths

COLLABORATION 2.3 POUFS



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Name: Zyl Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024

COLLABORATION 2.4 COFFEE TABLE



Name: Cambio Low Table Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024

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Name: Maarten Low Table Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024



COLLABORATION 2.5 LAPTOP TABLE



Name: Freestand Manufacturer: Coalesse Lead Time: 8 weeks Note: Dublin 2019



Name: Lapwing Manufacturer: Orangebox Lead Time: 8 weeks Note: Munich 2024



COLLABORATION 2.6 BAR / COUNTER HEIGHT TABLE

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Name: Sharelt Collection + B-Free Manufacturer: Steelcase Lead Time: 8 weeks Note: Dublin 2019



Name: Flex Single Table Manufacturer: Steelcase Lead Time: 8 weeks Note: Munich 2024



Name: B-Free High Table Manufacturer: Steelcase Lead Time: 8 weeks Note: Dublin 2019 Name: Potrero Light Manufacturer: Coalesse Lead Time: 8 weeks Note: Munich 2024

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Name: Flex Slim Table Manufacturer: Steelcase Lead Time: 8 weeks Note: Munich 2024

COLLABORATION 2.7 BAR / COUNTER HEIGHT SEATING



Name: Montara650 Manufacturer: Coalesse Lead Time: 8 weeks Note:



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Name: B-Free SitStand Manufacturer: Steelcase Lead Time: 8 weeks Note:



Name: AllowMe Manufacturer: Orangebox Lead Time: 8 weeks Note: Munich 2024



Name: Cubb High Stool Manufacturer: Orangebox Lead Time: 8 weeks Note: Munich 2024



Name: B Free Beam Manufacturer: Steelcase Lead Time: 8 weeks Note:

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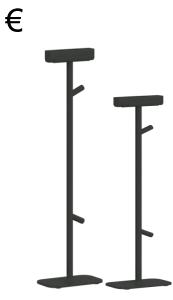
Name: Flex Perch Stool Manufacturer: Steelcase Lead Time: 8 weeks Note: Munich 2024

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COLLABORATION 2.8 ACCESSORIES



Name: Flex Media Cart Manufacturer: Steelcase Lead Time: 8 weeks Note:



Name: Flex Power Stand Manufacturer: Steelcase Lead Time: 6 weeks Note:



BREAK ROOM



BREAK ROOM 3.1 DINING TABLE





Name: Trestle Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024



Name: Montara650 Manufacturer: Coalesse Lead Time: 10 weeks Note: Munich 2024

BREAK ROOM 3.2 DINING CHAIR



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Name: Swing Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024, Paris 2018 €€



Name: Copa Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024

BREAK ROOM 3.3 PICNIC TABLE & BENCH



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Name: Trestle Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024

BREAK ROOM 3.4 LOUNGE



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Name: Lagunitas Manufacturer: Coalesse Lead Time: 10 weeks Note: Munich 2024



Name: Hosu Manufacturer: Coalesse Lead Time: 12 weeks Note: Munich 2024

BREAK ROOM 3.5 BAR/COUNTER HEIGHT STOOLS





Name: Copa Stool Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024



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Name: Palm Manufacturer: Bolia Lead Time: 8-10 weeks Note: Munich 2024



Name: Copa Stool Swivel Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024

BREAK ROOM 3.6 COFFEE TABLE



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Name: Maarten Low Table Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024

MOTHER'S / WELLNESS ROOM



MOTHER'S ROOM 4.1 LOUNGE - CHAIR





Name: Saga Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024 €



Name: Saga Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024

MOTHER'S ROOM / WELLNESS ROOM

4.2 SIDE / LAPTOP / COFFEE TABLES



Name: Story Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024

FOCUS ROOM

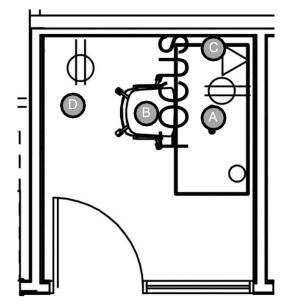


FOCUS ROOM TYPICAL

5.1 TYPICAL A



DESK SETUP TYPICAL



General Notes :

This setup consist standard height adjustable table with a task chair, and desk top clamp power.

Furniture List :



Steelcase Height Adjustable Table



Steelcase Task Chair



Steelcase Clamp-On Power



Meeting Space (Round Table + Meeting Seating)

FOCUS ROOM





Name: Gesture Shell Back Manufacturer: Steelcase Lead Time: 4-6 weeks Note: Munich 2024



Upholstery Preferred: Atlantic PG2, Black, varies by site



Name: Migration SE Manufacturer: Steelcase Lead Time: 4-6 weeks Note: Munich 2024



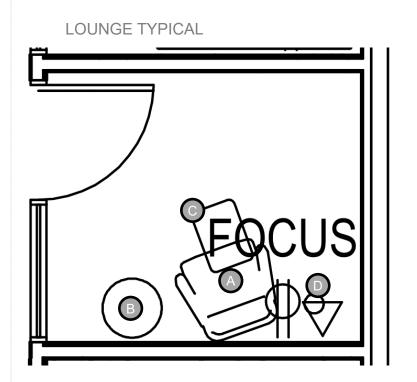
Seagull Merle



FOCUS ROOM TYPICAL

5.1 TYPICAL - Lounge





General Notes :

(1) Lounge chair set up consists of a swivel lounge chair, laptop table, side table, and floor lamp.

Ensure that the lounge chairs are swivel chairs, allowing users to move around easily.

Furniture List :



Swivel Lounge Chair



Side Table



Laptop Table(s)

Floor Lamp

See furniture options on page following pages

FOCUS ROOM



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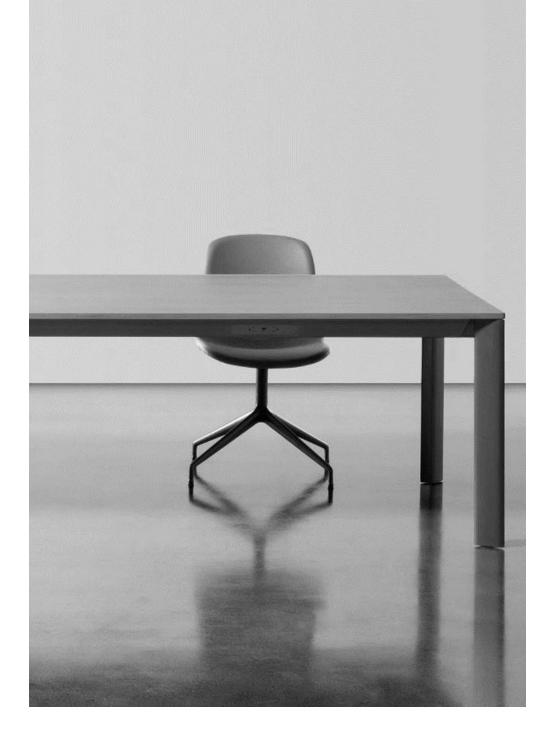


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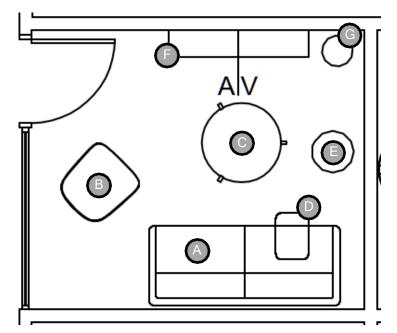
Name: Cloud Armchair Manufacturer: Bolia Lead Time: 8 weeks Note: Dublin 2019, Dubai in 2021, Munich 2024

Name: Zyl Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024





LOUNGE TYPICAL 1



General Notes :

Place the sofa against a solid wall; avoid positioning it against glazing or windows.

Ensure that the AV setup is positioned at the center of the sofa and installed above the console table.

Furniture List :



2.5 Seater - 3 Seater Sofa









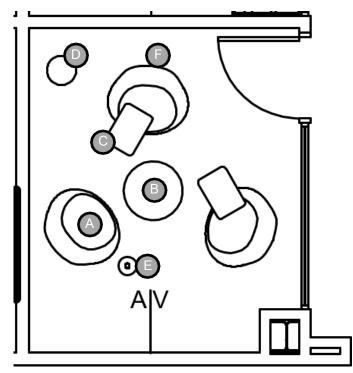
Ottoman







LOUNGE TYPICAL 2



General Notes :

(3) Lounge chairs setup will be used if there is insufficient space for a sofa in front of the AV Ensure that the lounge chairs are swivel chairs, allowing users to move around easily.

Furniture List :



Swivel Lounge Chair







Laptop Table(s)

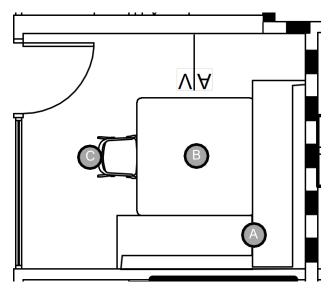
Floor Lamp

Freestanding Convenient Outlet

See furniture options on pages following pages



LOUNGE TYPICAL 3



General Notes :

This setup consist L-Shaped Sofa with standard seat height with a conference table and a side chair.

AV to be installed on the center of the conference table.

Furniture List :



Bench

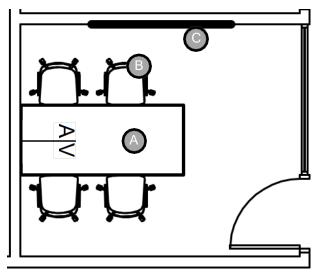


HPL 60"Square Conference Table with Angled Leg

Side Chair



MEETING TABLE TYPICAL



General Notes :

This setup consist standard conference rectangular table with (4) guest chair with casters and glassboard.

Furniture List :



Rectangular Table with (4) Steel Legs



Meeting Chair



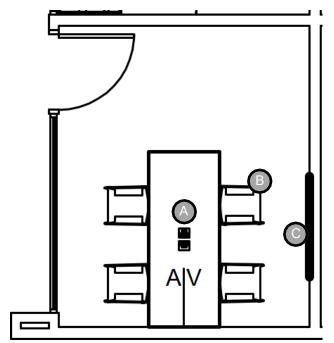
Glassboard 72"W x 48"H

HUDDLE ROOM

6.1 TYPICAL



STANDING HEIGHT TYPICAL



General Notes :

This setup consist Standing height rectangular table with (4) stools and glassboard.

Furniture List :



Standing Height Table



Stool Full Upholstered



Glassboard 72"W x 48"H

HUDDLE ROOM 6.2 LOUNGE - SOFA



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Name: Lagunitas Manufacturer: Coalesse Lead Time: 10 weeks Note: Screens and multiple other configs available

Name: Away from the Desk Manufacturer: Orangebox Lead Time: 10-12 Weeks Note: Media dens, organic freeform soft seating elements with differentiative privacy

HUDDLE ROOM 6.3 LOUNGE - CHAIR



Name: Ace Armchair Manufacturer: Viccarbe Lead Time: 8-9 weeks Note: Munich 2024



Name: C3 Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024 €€

Name: Clara Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024



HUDDLE ROOM 6.4 LOUNGE - OTTOMANS



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Name: Zyl Manufacturer: Bolia Lead Time: 8 weeks Note: Munich 2024

HUDDLE ROOM 6.5 SIDE CHAIRS



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Name: AllowMe Manufacturer: Orangebox Lead Time: 8 weeks Note: Munich 2024

HUDDLE ROOM 6.6 COFFEE TABLES



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Name: Cambio Low Table Manufacturer: Viccarbe Lead Time: 8 weeks Note: Munich 2024 €€



Name: Drum D60/40 Manufacturer: Bolia Lead Time: 8-10 weeks Note: Paris

HUDDLE ROOM 6.7 LAPTOP TABLES



Name: Freestand Manufacturer: Coalesse Lead Time: 8 weeks Note: Dublin 2019



Name: Lapwing Manufacturer: Orangebox Lead Time: 8 weeks Note: Munich 2024



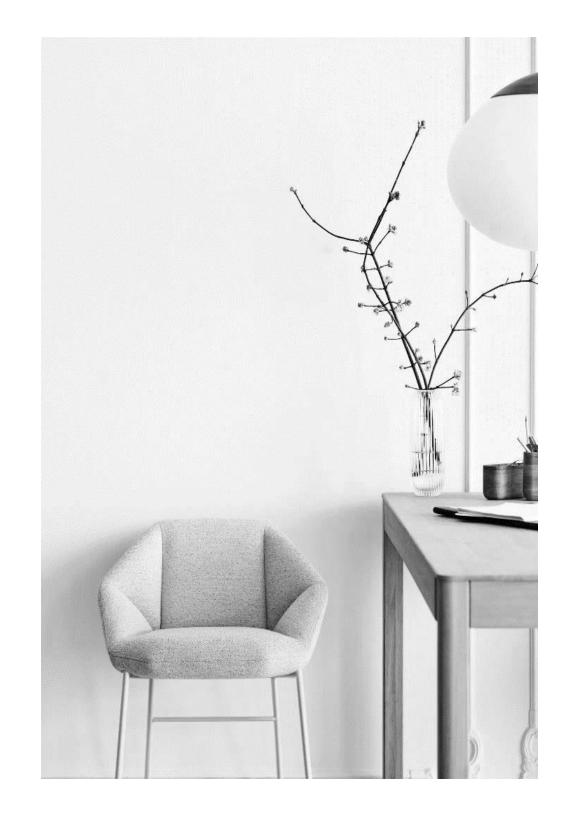
HUDDLE ROOM 6.8 BOOKCASE / CABINET / CREDENZA



Name: Flex Active Frames Collaboration Manufacturer: Steelcase Lead Time: 8 weeks Note: Munich 2024







LIBRARY 7.1 LOUNGE - CHAIR



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Name: Quilt Manufacturer: Established & Sons Lead Time: 12 weeks Note: Munich 2024 €€



Name: Lagunitas Manufacturer: Coalesse Lead Time: 10 weeks Note: Screens and multiple other configs available $\in \in$

Name: Hosu Manufacturer: Coalesse Lead Time: 12 weeks Note:

LIBRARY 7.2 SIDE / COFFEE TABLE







Name: Island Manufacturer: Bolia Lead Time: 12 weeks Note: Munich 2024

LIBRARY 7.3 GUEST CHAIR



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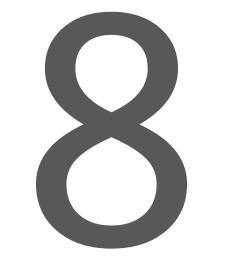


Name: Visti Manufacturer: Bolia Lead Time: 12 weeks Note: Munich 2024

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Name: Funda Manufacturer: Viccarbe Lead Time: 10 weeks Note: Munich 2024



ACCESSORIES



ACCESSORIES

8.1 WHITEBOARD / MOBILE WHITEBOARD



Name: Flex Collection Board Cart Manufacturer: Steelcase Lead Time: 8 weeks Note: Munich 2024

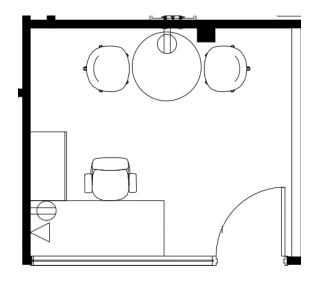


PRIVATE OFFICE



PRIVATE OFFICE 9.1 TYPICAL 01







Name: Gesture Shell Back Manufacturer: Steelcase Lead Time: 4-6 weeks Note: Munich 2024



Upholstery Preferred: Atlantic PG2, Black, varies by site



Name: Migration SE Manufacturer: Steelcase Lead Time: 4-6 weeks Note: Munich 2024





Name: TouchDown Manufacturer: Steelcase Lead Time: 4-6 weeks Note: Munich 2024



Acacia Black Matte



Name: Cubb Manufacturer: Orangebox Lead Time: 6-8 weeks Note: Munich 2024



Fairfield

Black

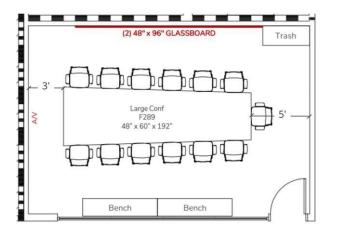


1 ONFERENCE ROOM



CONFEFERENCE ROOM 10.1 X-LARGE CONFERENCE ROOM







Name: Massaud Mid Back Manufacturer: Coalesse Lead Time: 8-9 weeks Note: Munich 2024



Rosine Black



Name: Potrero415 Manufacturer: Coalesse Lead Time: 8-9 weeks Note: Munich 2024



Gloss



Name: Vari Credenza Manufacturer: Orangebox Lead Time: 8-9 weeks Note: Munich 2024

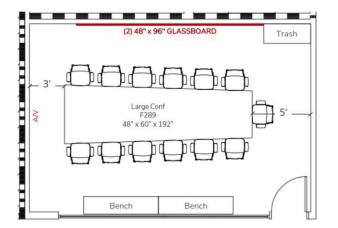


Grigio Black Bromo



CONFEFERENCE ROOM 10.1 LARGE CONFERENCE ROOM







Name: Marien152 Manufacturer: Coalesse Lead Time: 8-9 weeks Note: Munich 2024



Blue Nickel



Name: Series 1 Manufacturer: Steelcase Lead Time: 4-5 weeks Note: Paris, Amsterdam



Black



Name: Potrero415 Manufacturer: Coalesse Lead Time: 8-9 weeks Note: Munich 2024



Acacia

Gloss



Name: Flex Active Frames Manufacturer: Steelcase Lead Time: 8 weeks Note: Munich 2024

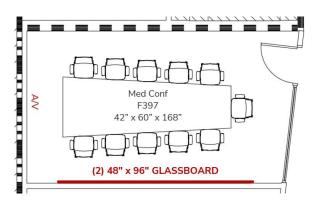


Oatmeal Merle



CONFEFERENCE ROOM 10.2 MEDIUM CONFERENCE ROOM





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Name: Massaud Conference Manufacturer: Coalesse Lead Time: 8-9 weeks Note: Munich 2024



Lagune & Shell



Name: Series 1 Manufacturer: Steelcase Lead Time: 4-5 weeks Note: Paris, Amsterdam



Black



Name: Potrero415 Manufacturer: Coalesse Lead Time: 8-9 weeks Note: Munich 2024



Nero Black Ingo