

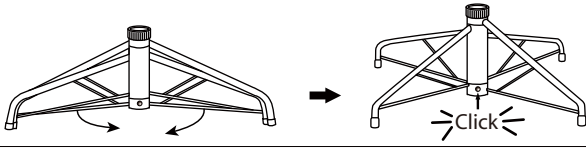
TREE ASSEMBLY INSTRUCTIONS

Congratulations on purchasing your new tree from **Polygroup®!**

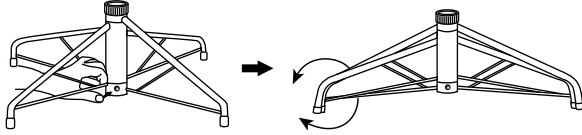
Carefully follow the instructions below on how to assemble your new tree quickly and at ease:

1. Choose your desired spot for assembling the tree.
2. Assemble the tree stand (**Fig. A**) and place on a level surface.

Fig. A - Tree Stand Assembly



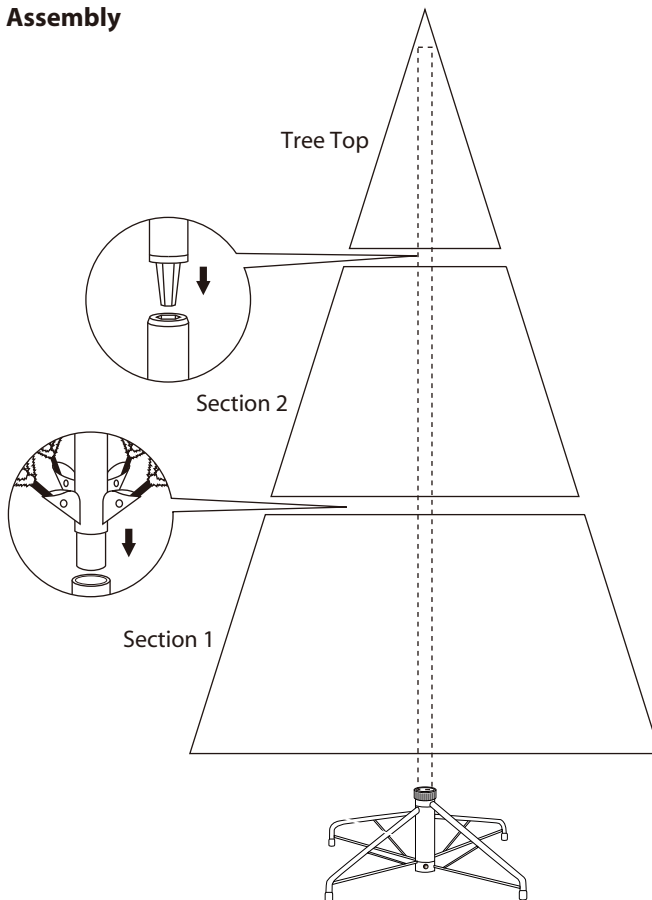
Pull apart tree stand legs until they snap and form an 'X' shape.



To close the stand, press the metal button and fold the legs together.

Fig. B - Tree Assembly

*** For Indoor Use Only**



3. Each tree section is numbered with a sticker. Please identify all sections before assembling.
4. Assemble the tree from the bottom to the top. Insert the pole of Section 1 into the assembled stand. Insert the pole of Section 2 into Section 1. Insert the pole of the tree top into Section 2. Ensure that all poles are firmly secured.
5. Shape the tree from the bottom to the top. Start with the branches farthest from the pole – fan out in a star shape (**Fig. C**), and continue until the entire tree is shaped.

Fig. C

Top view



Side view



6. Slightly upsweep all tips for a fuller, uniform look. Shift branches to fill in any gaps. Your Christmas tree is now ready to be decorated.

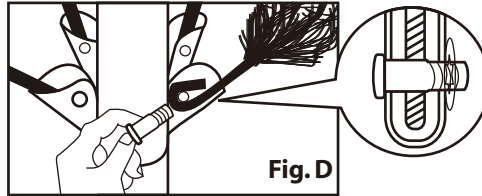
STORAGE INSTRUCTIONS

1. Remove all ornaments and decorations.
2. Disassemble the tree from the top to the bottom. Gently lift the pole straight up to remove from the section below, and fold all branches toward the pole.
NOTE: In case of difficulty separating the poles, apply a small amount of lubricant at the joint, rotate the upper pole in both directions, and lift the upper pole again.
3. Carefully place all tree sections into the shipping box and tape it shut.
4. Store your tree in a cool, dry place away from sunlight. Exposure to excessive heat or humidity may damage your tree.

TROUBLESHOOTING TIPS

Loose Hinge Pin

1. Place the branch into the slot of bracket.
2. Insert a new hinge pin (included) through the hole and secure using the retainer washer (**Fig. D**).



SPARE PARTS

This tree includes hinge pins/washers. If extra parts are needed, please contact our customer service center.

CUSTOMER SERVICE FOR CHRISTMAS TREES

For any questions, assistance or missing parts, **Do Not Return To Place Of Purchase.** Please contact us at 1-888-919-0070 or visit our website at www.polygroupstore.com One of our customer service representatives will be happy to assist you.

Tree ID#: _____ Customer Name: _____
 Tree UPC#: _____ Address (NO P.O. Boxes): _____
 Store Purchased: _____ City & State: _____
 Specify Problem: _____ Zip Code: _____
 _____ Day Phone: _____
 _____ Date Purchased: _____

TREE ID# IS LOCATED ON END PANEL OF BOX. TREE ID# IS REQUIRED WHEN REQUESTING REPLACEMENT PARTS.