

## NEED HELP?

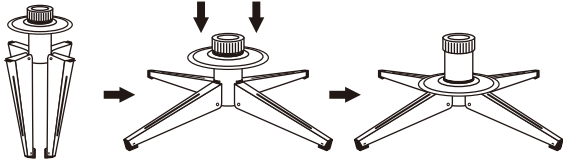
DO NOT RETURN TO STORE. PLEASE VISIT US AT:  
[www.polygroupstore.com](http://www.polygroupstore.com) OR 1-888-919-0070

## TREE ASSEMBLY INSTRUCTIONS

Congratulations on purchasing your new tree from **Polygroup®!** Carefully follow the instructions below on how to quickly and easily set up your new tree.

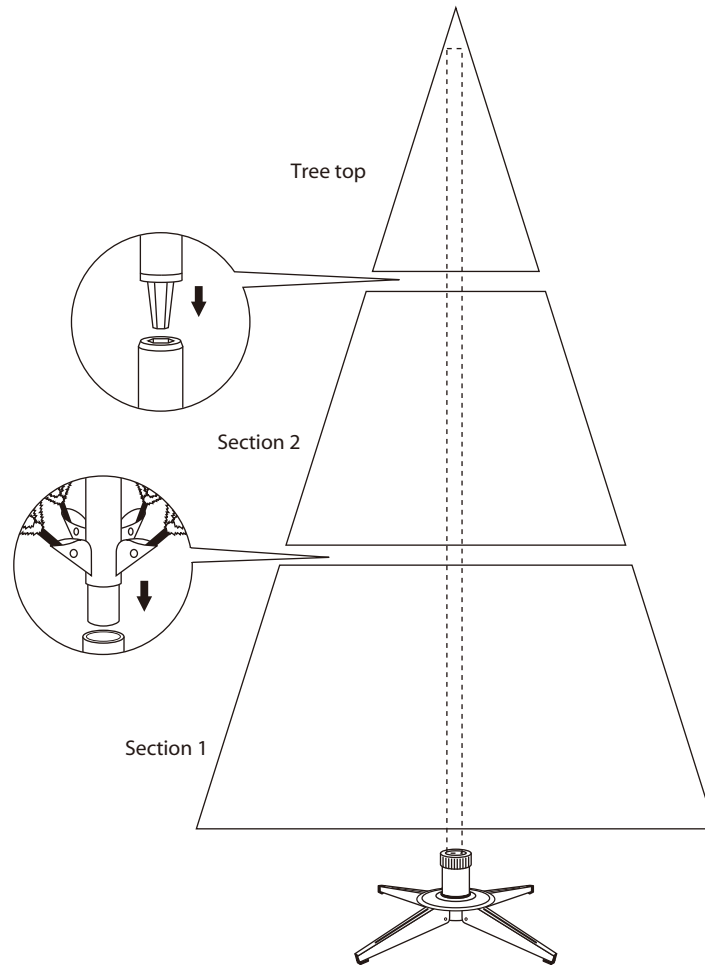
1. Before you start to assemble your tree, choose an appropriate location.
2. Assemble the tree stand and place on a level surface. **(See Fig. A)**

**Fig. A - Tree Stand Assembly**



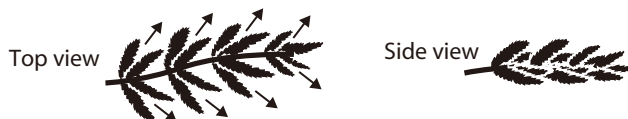
Unfold the legs and lay the stand in a flat area. Then slide the locking disc downward and snap into place.

**Fig. B - Tree Assemble**



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. Start with the bottom section and remove protective cap before inserting into the assembled stand. Make sure the pole is firmly inserted and secured into the stand. **(See Fig. B)**
5. Continue by inserting the upper tree section(s) to the lower section(s) until inserting the tree top.
6. Allow branches to fall into place or gently pull up and out.
7. Begin to shape the branches and tips working from the bottom to the top. Start with tips farthest from the pole and fan out one to the right, one to the left and one at the center of the main stem. **(See Fig. C)**. Each tree section is numbered with a sticker. Please identify all sections before assembling.

**Fig. C**



8. After shaping the entire tree following the previous step, slightly upsweep all branch tips for a uniform look. Shift branches to fill any gaps. Your Christmas tree is now complete and ready to be decorated.

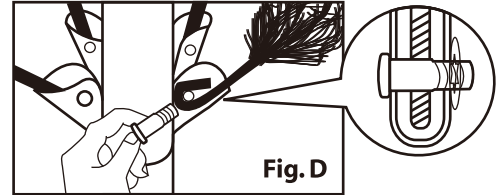
## STORAGE INSTRUCTIONS

1. Remove all ornaments and decorations.
2. Disassemble the tree from the top to the bottom. Start with the tree top and gently lift straight up to remove from section below and fold all branches toward the pole.
3. In case of difficulty separating the tree pole (trunk), apply a small amount of lubricant at the joint and rotate the upper pole in both directions. Lift up the upper pole again.
4. Continue by gently lifting straight up each section(s) from the section below and fold all branches toward the pole until the bottom section is removed from the tree stand.
5. Carefully place all tree sections into shipping box and tape it shut.
6. When not in use, please store your tree in a cool, dry place away from sunlight. Exposing your tree to excessive heat or humidity may damage your tree.
7. Keep out of reach of pets and children.

## TROUBLESHOOTING TIPS

### Loose Hinge Pin

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



## SPARE PARTS

Each 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](http://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.**