

## NEED HELP?

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

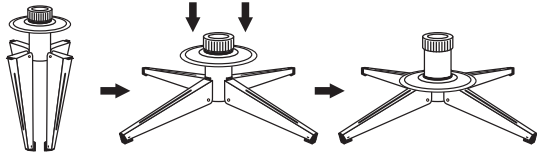
## TREE ASSEMBLY INSTRUCTIONS

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

Carefully follow the instructions below on how to quickly and easily set up your new tree.

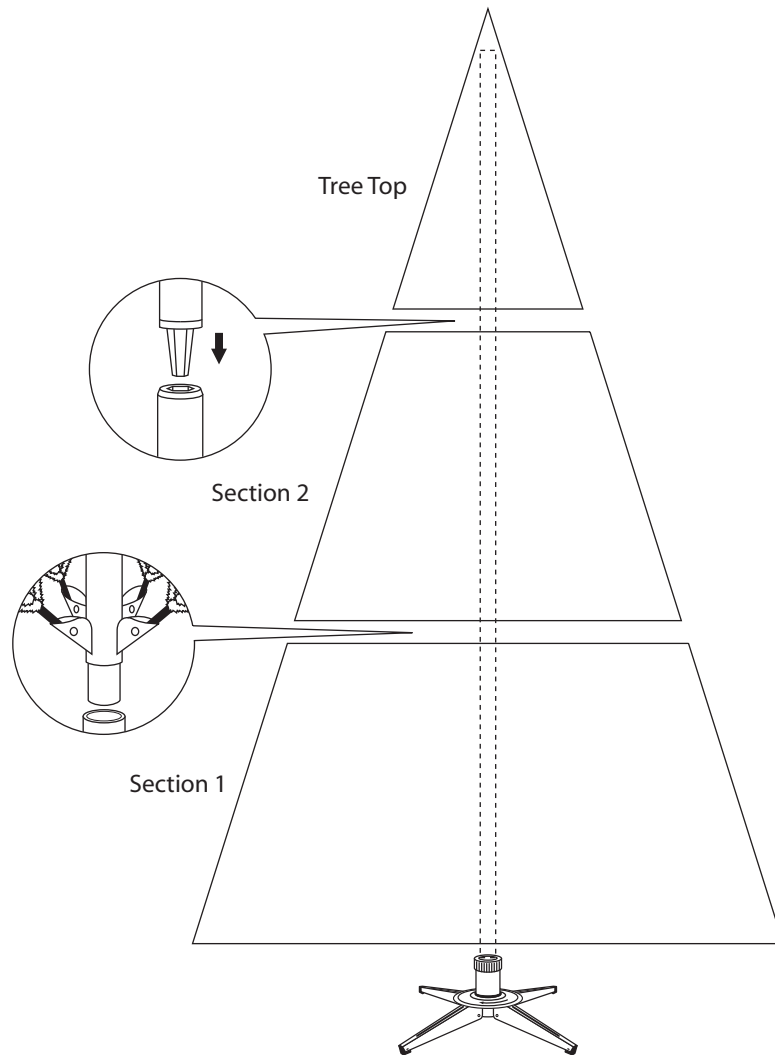
1. Before you start to assemble your tree, choose an appropriate location.
2. Assemble the tree stand and place on a level surface. (See Fig. A)

**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 Assembly**



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)

**Fig. C**

Top view



Side view



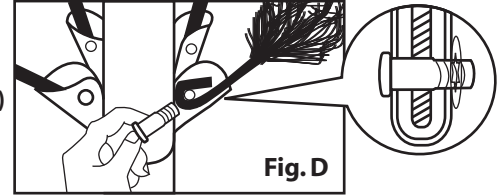
8. After shaping the entire tree following the previous step, slightly upsweep all branch tips for a uniform look. Shift branches to fill any gaps. Your Christmas tree is now complete and ready to be decorated.

## 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.

## 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 and washers.  
If extra parts are needed, please contact our customer service center.

## LIMITED WARRANTY

Polygroup® Trading Limited (hereinafter "Polygroup®") provides a Limited Warranty against defects in material and workmanship. This Limited Warranty only applies to the original purchaser, and only applies with proof of purchase. Should the purchaser or others modify or repair the product themselves or by unauthorized persons; use for commercial purposes; use the product in contravention of the instructions with regards to set-up and use; use improper voltage or accessories; abuse the product in any way; misuse through accident or negligence, this Warranty will not apply. This Limited Warranty does not cover consequential damages, including normal wear-and-tear, nor acts of God or events outside the control of Polygroup®.

Polygroup® is pleased to repair or replace products for five (5) years for Un-lit trees and two (2) years for Pre-lit trees against manufacturer defects on parts from the date of purchase. Please keep your original store sales receipt, as this proof of purchase will be required and must accompany warranty claims to Polygroup® or its designated agents.

IN NO EVENT SHALL Polygroup®, ITS AUTHORIZED AGENTS, RELATED ENTITIES, OR EMPLOYEES BE LIABLE TO THE BUYER OR ANY OTHER PARTY FOR DIRECT OR CONSEQUENTIAL DAMAGES, including, but not limited to, injury, loss of income, and property damage. Some jurisdictions do not allow the exclusion or limitation of certain damages, so the above limitation or exclusion may not apply to you. This Limited Warranty is not extended to close-outs, factory seconds, donated items, or resold products (i.e. garage sales, online auctions, or online retailers not purchasing the products directly from a Polygroup® company). Any issues with items purchased from these types of vendors / sellers will need to be addressed directly with them.

## 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#: \_\_\_\_\_

Tree UPC#: \_\_\_\_\_

Store Purchased: \_\_\_\_\_

Specify Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer Name: \_\_\_\_\_

Address:(No P.O. Boxes) \_\_\_\_\_

City & State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

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