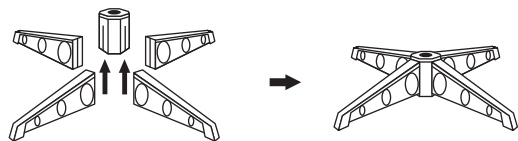


TREE ASSEMBLY INSTRUCTIONS

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

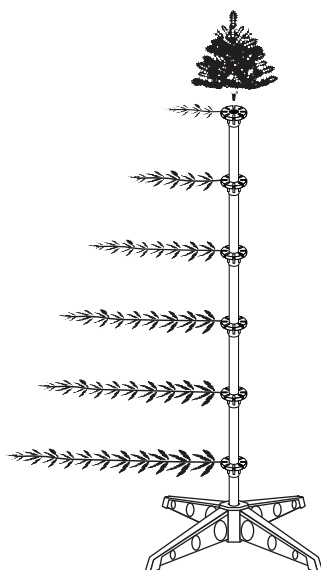
1. Before you start to assemble your tree, choose an appropriate location near a wall outlet.
2. Assemble the tree stand and place on a level surface. **(See Fig. A)** Then insert the tree pole tightly into the stand.
3. Sort all branches according to color codes marked on the end of each branch. Below is a list of the color codes for your tree. **(See Fig. B)** (Please note: the number of rows may vary with different tree sizes.)

Fig. A



Insert and slide the legs upward into the slots of the base until firmly secured.

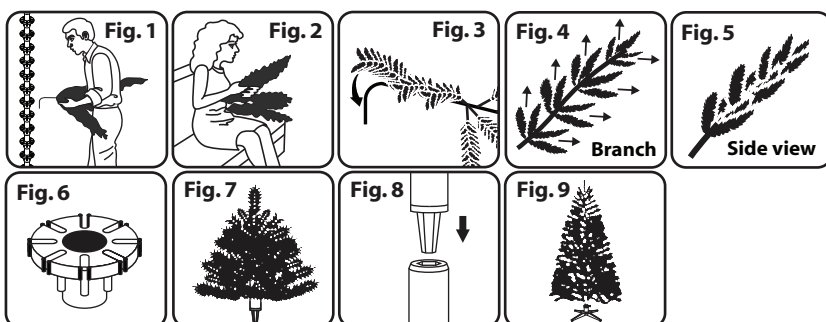
Fig. B



ROW	COLOR CODED
TREE TOP	WITHOUT COLOR
B	RED
C	YELLOW
D	GREY
E	BROWN
F	BLUE
G	PURPLE

SHAPING AND ADDING BRANCHES

1. Shape each branch by either placing the branch in a bracket which is at a comfortable level to work **(Fig. 1)**, or holding the branch in your hand with the hooked end pointing down. **(Fig. 2)** BEGIN WITH THE BRANCHES AT THE BOTTOM OF THE TREE AND WORK UP TOWARDS THE TOP.
2. When shaping each branch, work from the branch hook and move outwards to the end tip of the branch. Start by wrapping the back tip around the end of the branch stem to cover the branch wire. **(Fig. 3)**
3. Working from the branch's hook moving outwards, fan each tip out using this pattern: one tip to the right of the branch's center wire, one tip to the left of the branch's center wire, one tip parallel to the branch's center wire. **(Fig. 4)** Tips should be slightly offset from each other so that they do not line up exactly one behind the other. All tips should be curved upwards when looked at from the side. **(Fig. 5)**
4. As each branch is shaped, place the color coded branch securely into the matching color coded bracket. **(Fig. 6)** As you finish each level of branches, make sure the rows look evenly distributed to the levels above and below it. Adjust tips as needed to even appearance. (If your tree includes branches with side wings, arrange these branches so that the wings are on every other branch if necessary.)
5. When all the branches are shaped and put into their color coded matching brackets, shape the top section. Do this by pulling down each row of tips in an even, circular pattern. **(Fig. 7)**
6. Start from the bottom layer of the tree topper and work upwards to the top tip.
7. Carefully curve each tip upwards for a natural look.
8. Insert top securely into tree's center pole. **(Fig. 8)**
9. Step back and take an overall look at the tree. Shift tips as needed to fill in any gaps. Slightly upsweep all branch tips for a uniform look. Your Christmas tree is now complete and ready to be decorated. **(Fig. 9)**



STORAGE TIPS

- 1. Remove all lights and ornaments
- 2. Start by removing the tree top and then removing each layer of branches going from top to bottom of the tree.
- 3. Press tips neatly back to the center of branch wire.
- 4. Carefully place all tree sections and branches into shipping box and tape it shut.
- 5. When not in use, please store the tree in a cool, dry place away from sunlight.

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.polygroup.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.