



# Panel Tree Instructions



## Thank you for your purchase of your new Panel Tree.

Below you will find instructions detailing how to assemble our panel trees. This guide is for trees from 14' to 50' tall. For topper installation please see Step Six.

We hope you enjoy your tree as much as we did creating it for you. If you need additional help, please call your Design Consultant or visit us online at [www.holidayoutdoordecor.com](http://www.holidayoutdoordecor.com).

**\*\*Important Note:** If you have purchased a panel tree from us in the past, our new tree design is now optimized for added durability, style and ease of installation with the same look and feel as the original. The installation steps from previous years are mostly the same except for a few small changes to the cone and panel assembly steps.

### STEP ONE



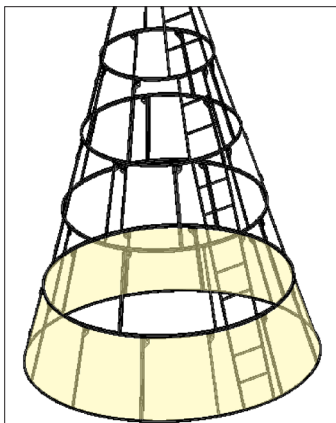
## GATHER COMPONENTS

**BEFORE YOU START** - Make sure you are installing in a level spot. If you are installing in a grass or gravel area, make sure to use shims to level it off before starting assembly. You will have to shim the tier after the first tier is assembled. It is recommended to make sure the tree is level in at least two directions.

Components Needed:

1. Wiring Harnesses
2. U-Bolts
3. Framework
4. Decorated Panels
5. Mounting Hardware
6. Tree Topper

### STEP TWO



## ALIGN & ASSEMBLE BOTTOM TIER

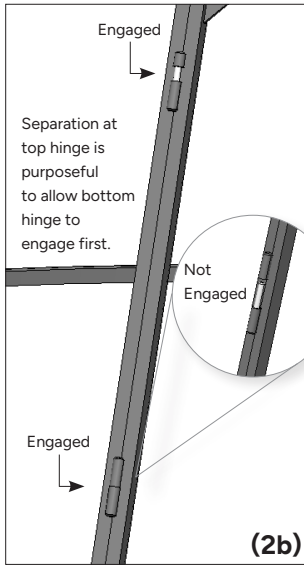
Always build the base of your tree with the highest number frame pieces received.

(Ex.) When building a 14' Tree (the tree will have two tiers and a cone), you will start building tier two first.

The number of the tier is located on the gusset at the top left corner of the frame. To the left of the tier number is the number of frame pieces needed for that tier. (2a)

Step two continued on next page.

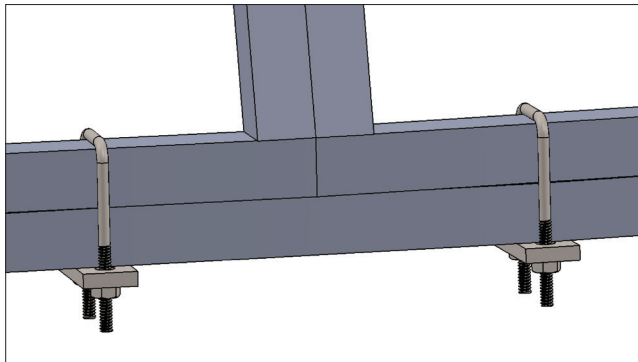
## STEP TWO (CONT.)



## ALIGN & ASSEMBLE BOTTOM TIER

1. Layout the bottom tier in order clockwise, starting with where you want the ladder to be.
2. Grab two of the U-Bolts provided before you begin assembling the frame. Align the bottom of the barrel hinge (2b) from frame piece one with the top of the barrel hinge from frame piece two. Start at the ladder section and work your way around clockwise. Make sure to keep the top flush with the next section while assembling. Once you get to the last frame piece use the two U-bolts to bolt the vertical frame together to the right of the ladder section. (2c)
3. If the ground the tree is being assembled on is soft ground, put the anchor plates with the T-Stakes in place for the bottom ring before proceeding. (2d)

## STEP THREE



*\*Tip: Placing the U-Bolt in this position will help with aligning the rings of the tree from tier to tier.*



### IMPORTANT SAFETY TIP

The holes in the gusset plates are designed to hook the safety harness carabiner into, keeping them secured and out of the way to prevent the installer from tripping during the tree installation.

## ALIGN & ASSEMBLE NEXT LARGEST UNASSEMBLED TIER

1. Locate your next largest tier.
2. Line up the ladder with the ladder on the tier below, and place one U-Bolt on the right side of the frame to tie the rings of the two tiers together.
3. Grab the next frame section and position yourself to the left of the ladder section. Align the bottom of the barrel hinge from frame piece one with the top of the barrel hinge from frame piece two. Work clockwise from previously added section. Make sure to keep the top flush with the next section while assembling.
4. Add two to four more U-Bolts to tie the first frame to the ring below while working in a clockwise motion. The number of U-Bolts you use will depend on what tier you're on and how much your frame needs adjusted to properly align. It is recommended to only finger tighten the U-Bolts until the frames are fully aligned for a given tier, then fully tighten.
5. Once you get to the last frame piece use the two U-bolts to bolt the vertical frame together to the right of the ladder section.
6. For trees greater than 14', repeat Steps 3.1 through 3.5 until you have reached the cone frame.

IMPROVED CONE DESIGN

Our new cone design consists of two separate frame pieces:  
A 4-foot frame section, similar to the previous tiers and a 2-foot cone topper section.

This design provides the installer with flexible options for attaching the tree topper, making installation easier. We recommend deciding which attachment method you prefer before proceeding to Step 4.

### OPTION 1

Attach the tree topper to the fully assembled cone first.

This requires at least a 6' reach to be able to place tree topper into the assembled cone top section.



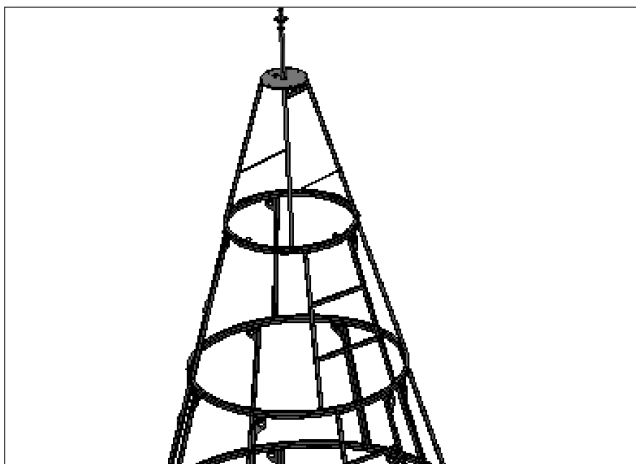
### OPTION 2

Attaching the tree topper to the 2' cone section on the ground before attaching it to the 4' cone frame section.

This allows for much easier assembly.  
Note: The tree topper plus cone will be slightly heavier when bringing it up the tree.



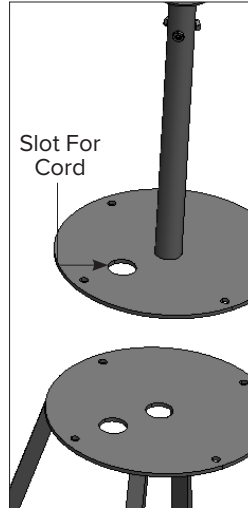
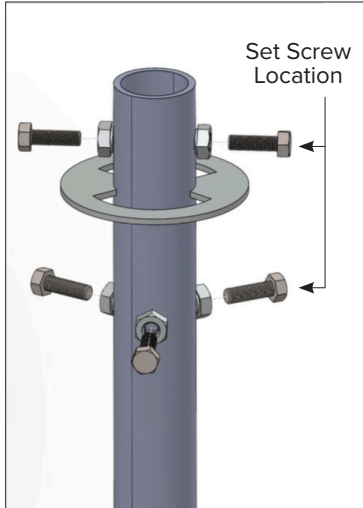
STEP FOUR



### ADD THE CONE

1. Locate the cone piece. Using the integrated ladder, climb up the tree frame. Have someone hand the cone piece up to you when you reach the top tier.
2. Line up the cone piece with the top tier. Using the provided U-Bolts, in a clockwise pattern, secure the cone to the top tier.
3. (If using "Option 1" from "Improved Cone Design" section) align the holes on both plates so that the tree topper power cord can easily fit through. Use the bolts and nuts provided to tighten the plates together. This step can either be done on the ground or after attaching the first four feet of the cone.

## STEP FIVE



## ADD THE TREE TOPPER

1. Line up and place the tree topper into the top of the pipe located at the center of the cone frame.
2. Using the provided set screws, secure the topper in place.
3. (If using option 2 from Section x) Carry tree topper and cone topper up to the cone. Align the holes on both plates so that the tree topper power cord can easily fit through. Use the bolts and nuts provided to tighten the plates together.
4. Once the tree topper is secured, make sure the power cord is run through the hole in the large plate and down to the bottom ring of the cone.

## STEP SIX / SECURING THE TREE

### ! IMPORTANT:

There are two primary mounting surfaces that require two different mounting methods: **hard surfaces and soft surfaces.**

For hard surfaces, the option to tie the tree into the ground may not exist. Take a look at the surface where the tree will be mounted and determine which instructions are best to use.

#### FOR HARD SURFACE MOUNTING:

1. Before completing the bottom panels, take the aircraft cables that are hanging down and properly secure to concrete buckets.
2. Use the turnbuckle provided to add tension to the galvanized cables attached to your buckets.
3. Finish by hooking on the remaining panels. After the bottom layer of panels is on, the panels will need to be zip tied the frame to make sure the wind doesn't lift them off of the tree.

#### FOR SOFT SURFACE MOUNTING:

1. Before completing the bottom panels, take the aircraft cables that are hanging down and properly secure to the long T-Stakes provided.
2. Use the turnbuckle provided to add tension to the galvanized cables attached to your T-Stakes.
3. Finish by hooking on the remaining panels. After the bottom layer of panels is on, the panels will need to be zip tied the frame to make sure the wind doesn't lift them off of the tree.

## STEP SEVEN

Tier	Panel Used	# of Plugs Per Tier	Number of Harnesses
Cone	Cone		
1	1	7	1
2	2	8	1
3	3	8	1
4	4	8	1
5	5	12	1
6	6	16	2
7	7	16	2
8	8	16	2
9	9	16	2
10	10	24	2
11	11	32	2



## ADDING THE POWER HARNESSES

1. Before adding the panels, it helps if you add the power harnesses to the tree first.
2. The power harness used for each tier is shown in the table provided.
3. Each tier assembly (besides the cone) has at least one power harness. The harnesses are labeled to match what tier they belong to. Match the label on your power harness to the corresponding tier gusset. Zip-tie the power harness to the top ring of the that frame section.
4. Plug in the tree topper and cone panels into the power harness for tier one. This is the only occurrence where multiple sections will share the same power harness.

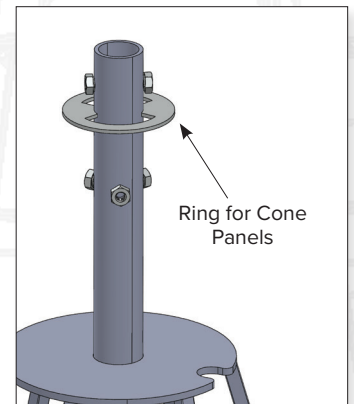
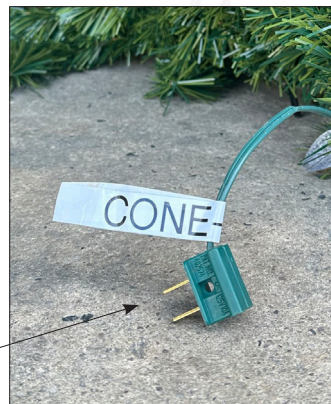
*\*Tip(s): Attaching all power harnesses before attaching panels will make assembly quicker.*

## STEP EIGHT



## ADD & SHAPE CONE PANELS

1. Fluff the garland for the cone panels on the ground before adding them to the tree.
2. Start with the cone panels. Hook the cone panels, one at a time, onto the ring at the top of the cone frame.
3. Plug in the cone panels to tier one power harness.



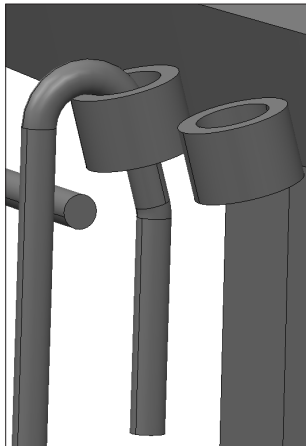
## PANEL OVERVIEW

Tier	Panel Used	# of Panels Per Tier
Cone	Cone	2
1	1	4
2	2	8
3	3	8
4	4	8
5	5	12
6	6	16
7	7	16
8	8	16
9	9	16
10	10	24
11	11	32



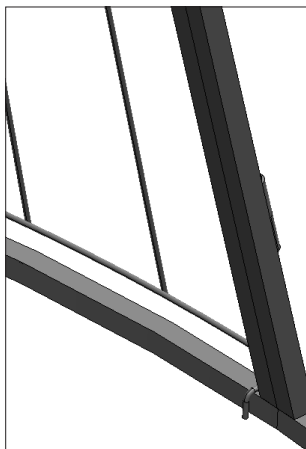
All Panel sections, except the cone panel(s) will have a lead in the top right-hand corner of the panel with a label telling the tier and number of panels. This lead will plug into the corresponding power harness. The cone panel section's lead is located at the bottom right of the panel.

## STEP NINE



## ADD & SHAPE REMAINING PANELS

1. Make sure you are matching the panel to the corresponding tier. See the table in Step Nine.
2. Always start by hooking the first panel to to the RIGHT of the ladder. Place panels in a counterclockwise direction, so you end at the ladder.
3. Place the hooks of the panel in the barrels at the top of the tier you are currently on. While hooking in the top panel hooks, make sure the bottom panel hooks hook inside the bottom of the frame.
4. Continue this process, until you reach the bottom tier.



*\*Tip(s): Fluff the garland for the panels on the ground before attaching them to the tree.*

*Make sure to hook both bottom and top of panel in simultaneously.*