

Tree Wrapping

What you will need:

Box cutters

Heavy duty plier stapler

Work gloves

Stretch wrap (supplied by FOT)

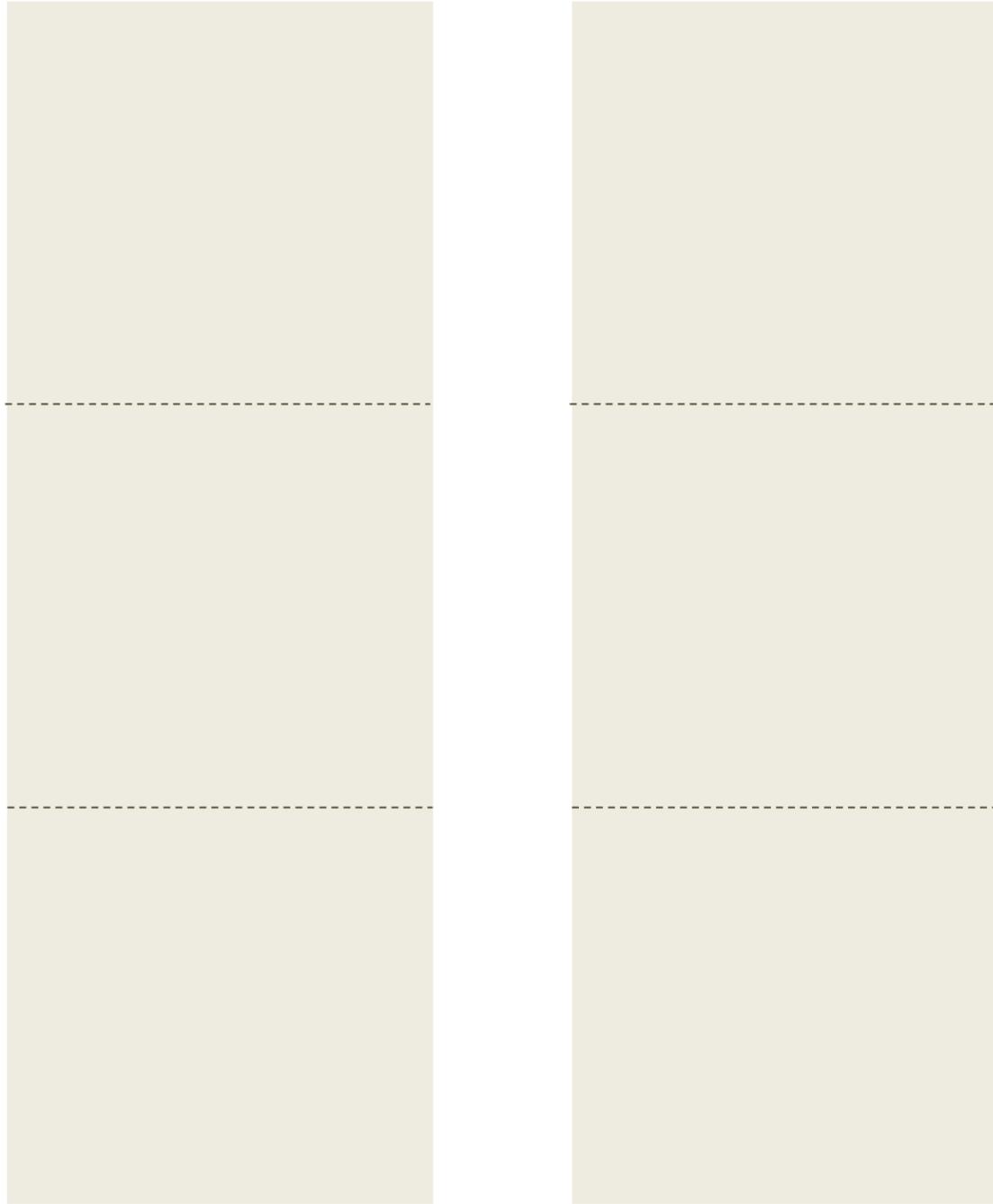
Shipping tape (supplied by FOT)

Markers (supplied by FOT)

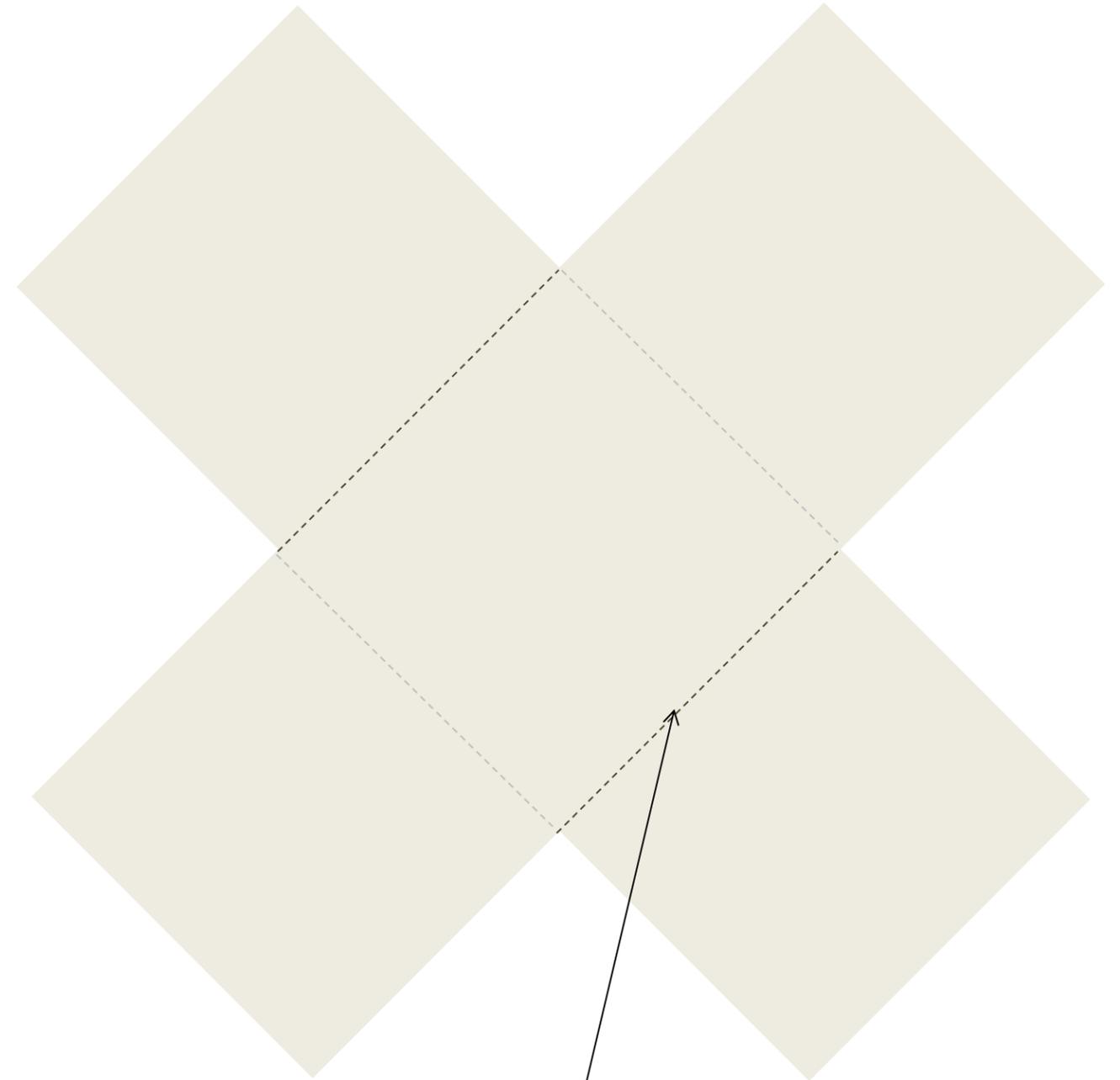
Be sure to:

Dress warm, but dress in layers, it can get hot while working

Use 2 pieces of cardboard



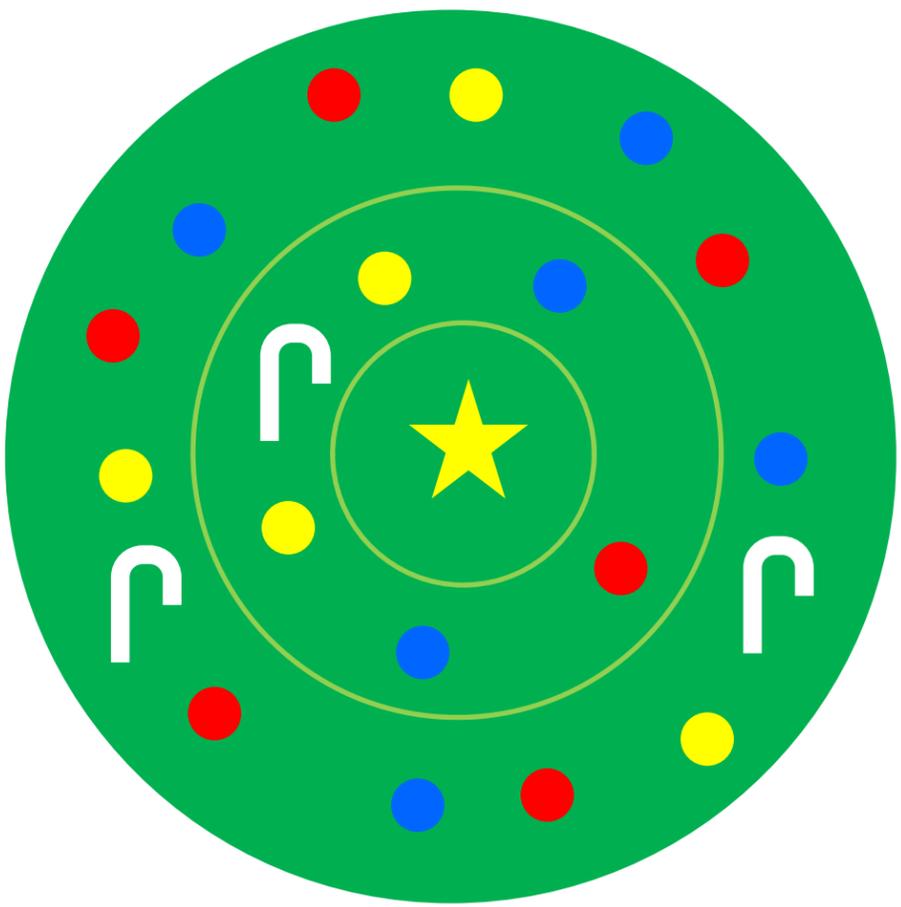
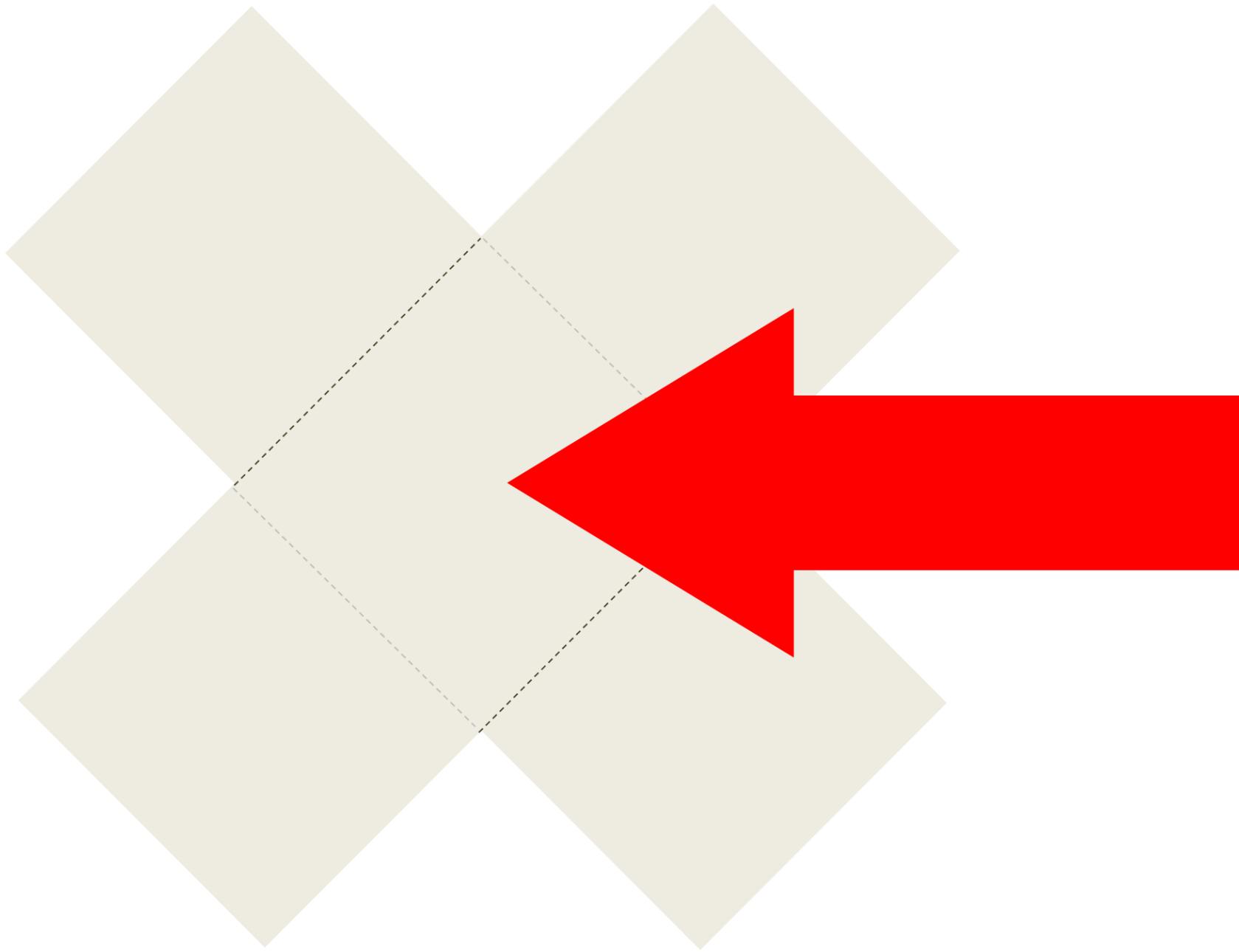
Interlock them together on the creases



crease

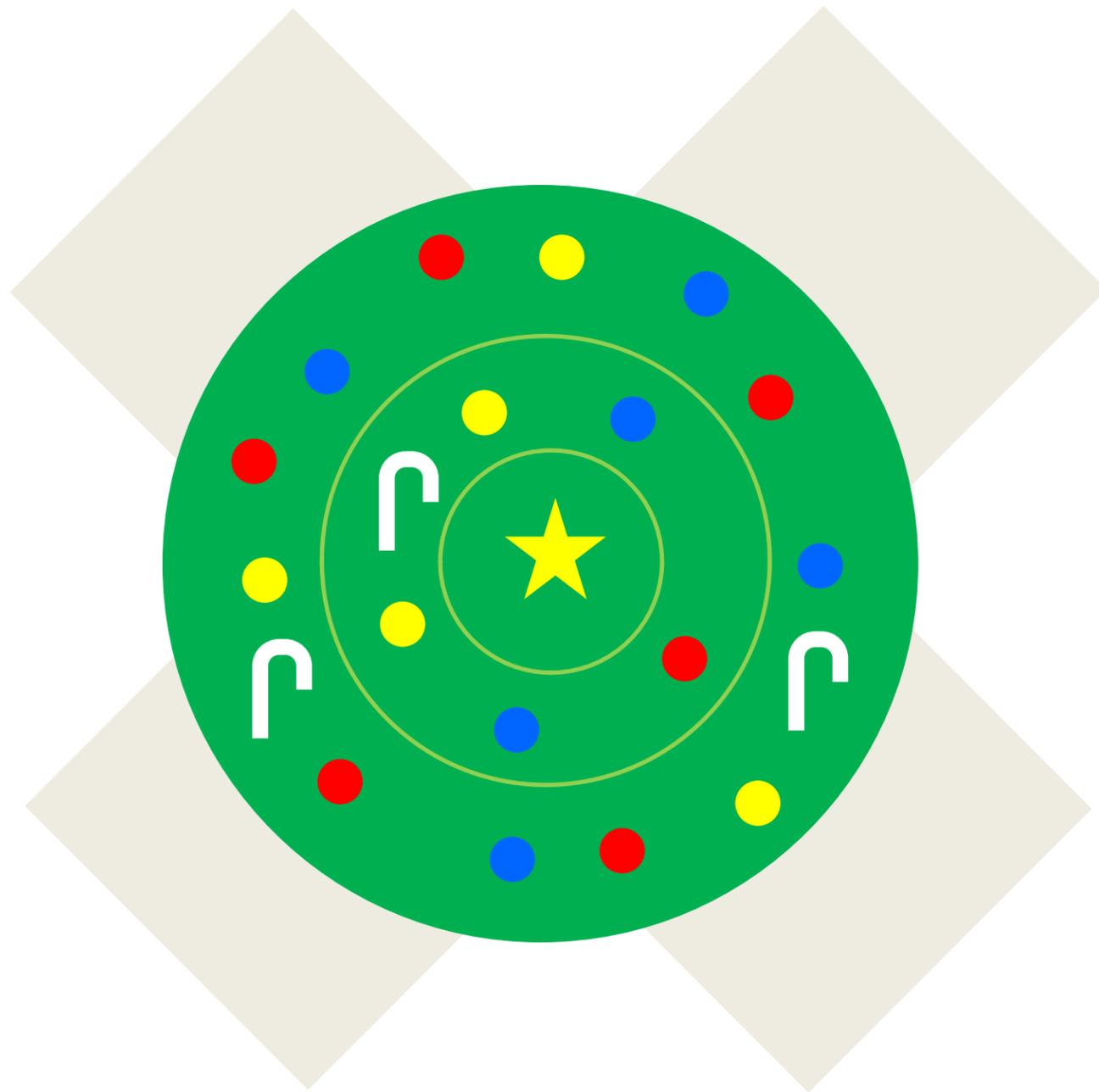
Gently move the tree into the center of the interlocked boxes. Be sure to grab the tree from its base.

WARNING: the tree will be heavy. Also, the bases can snap off the plywood if one is not careful when moving/tipping/turning the tree.

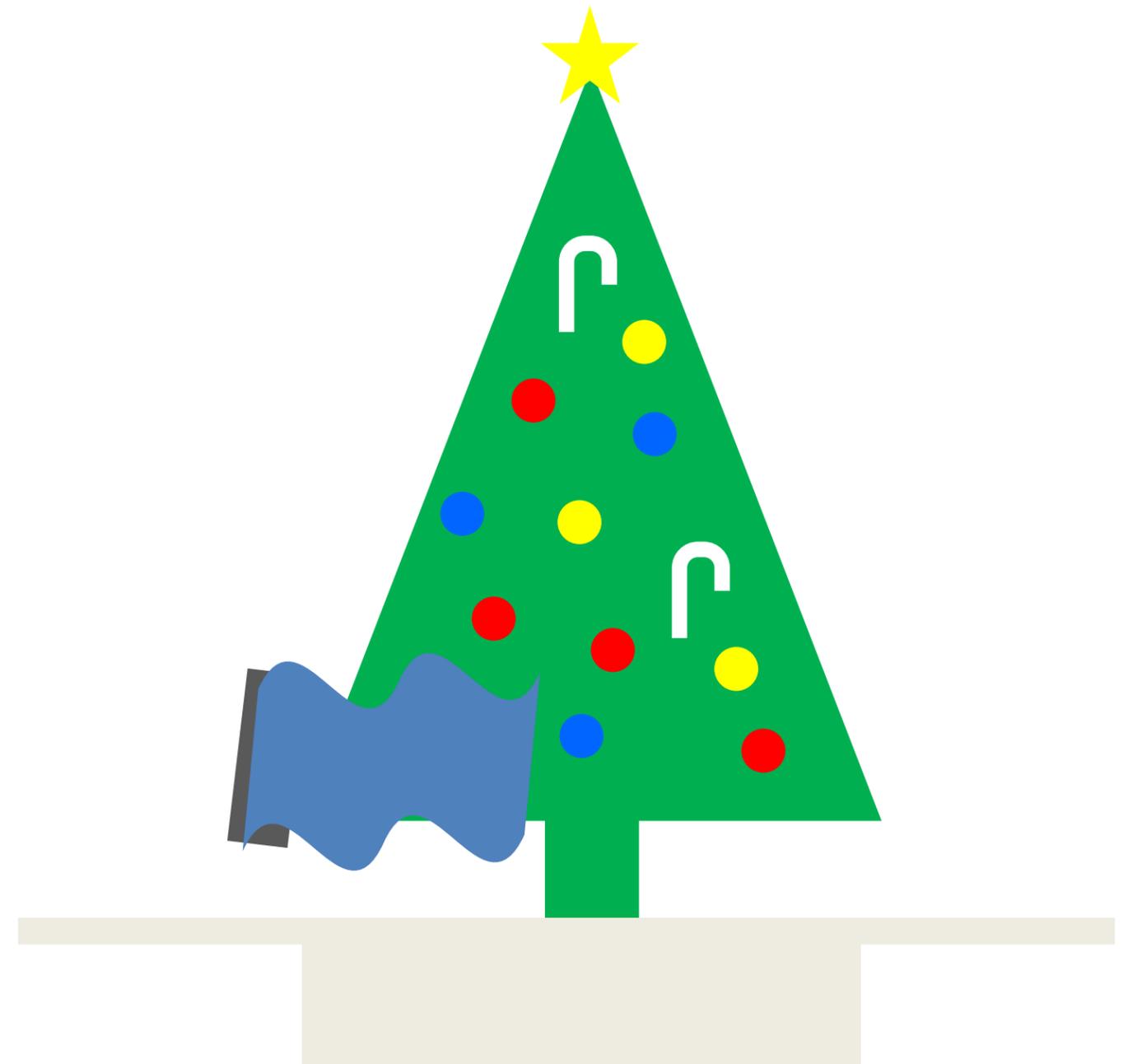


The tree should now be in the middle of the interlocked boxes.

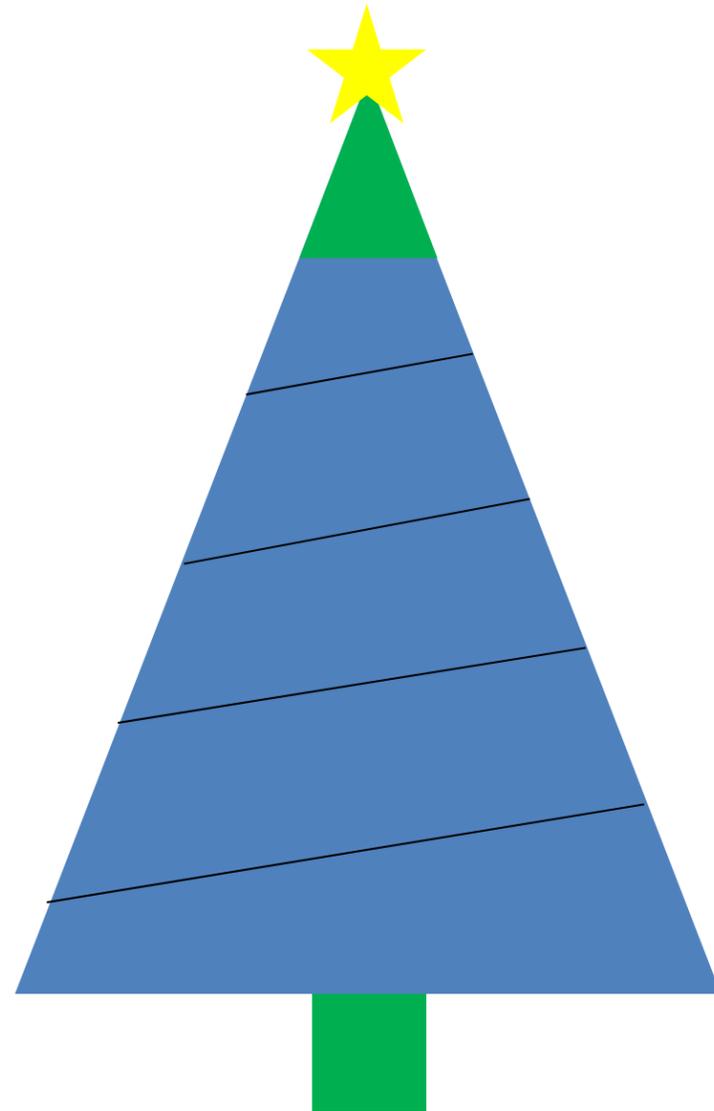
NOTE: Small objects under the tree can be placed under the tree on the box for shipment. However if the items are large and numerous you will have to box them in separate boxes. If this happens, then label each box 1 or 3; 2 of 3; etc. so they can be easily identified. Also, mark these boxes with the tree number.
ALSO, NOTE, the tubes under the plywood do not go with the tree.



With the tree located on the boxes, begin stretch wrapping. Start at the bottom of the tree and work your way up to about 5 inches from the top.



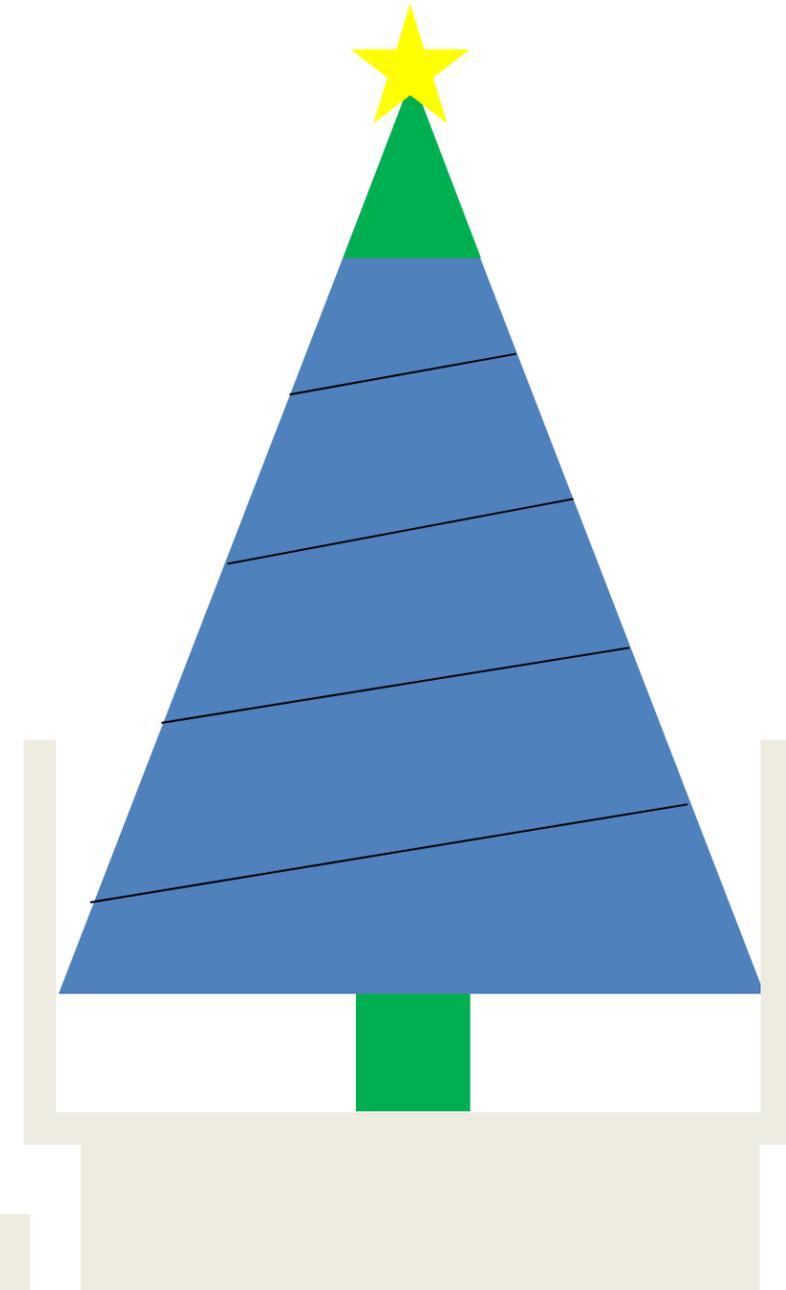
With the tree wrapped, begin preparing the boxes.
Remember if items under tree cannot fit in main box, then box separately and mark as Box 1 of 3; 2 of 3, etc. Also, mark these boxes with the tree number.



**Tree
Number
Box 2 of 3**

**Tree
Number
Box 3 of 3**

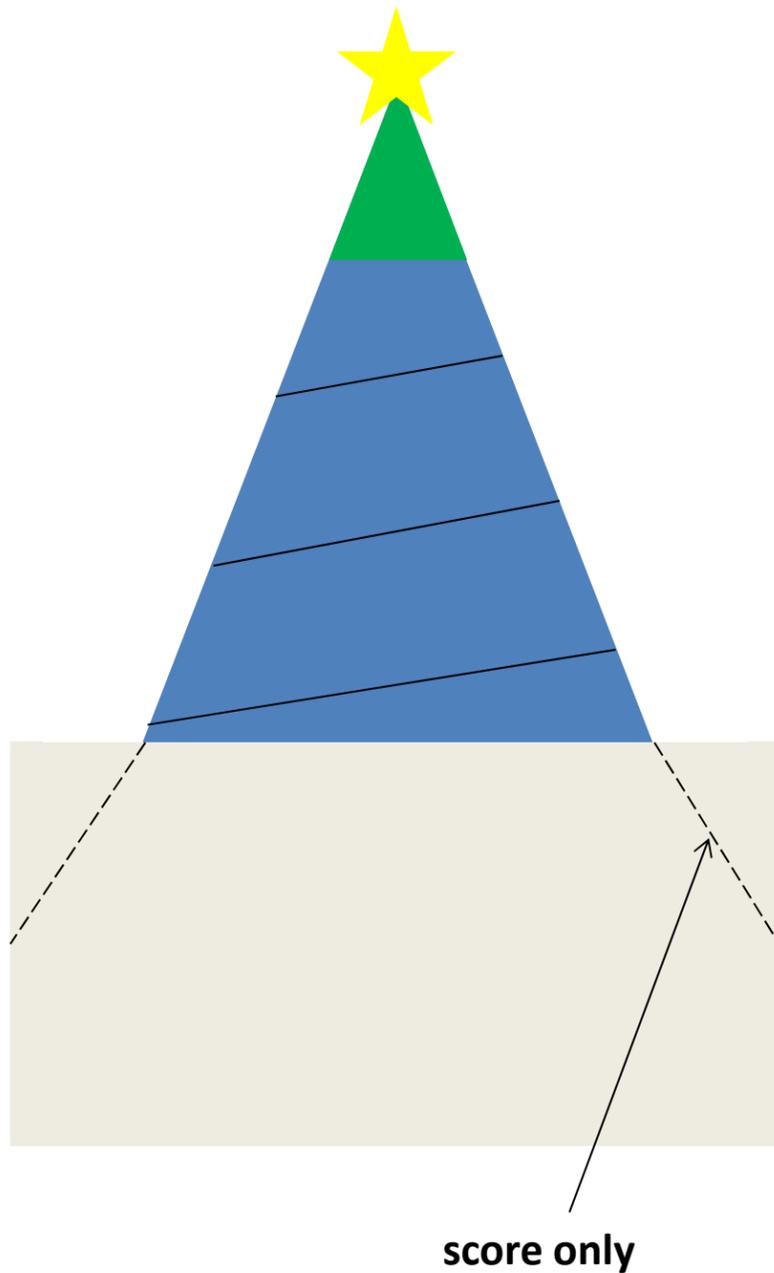
Bend all 4 box sides up.



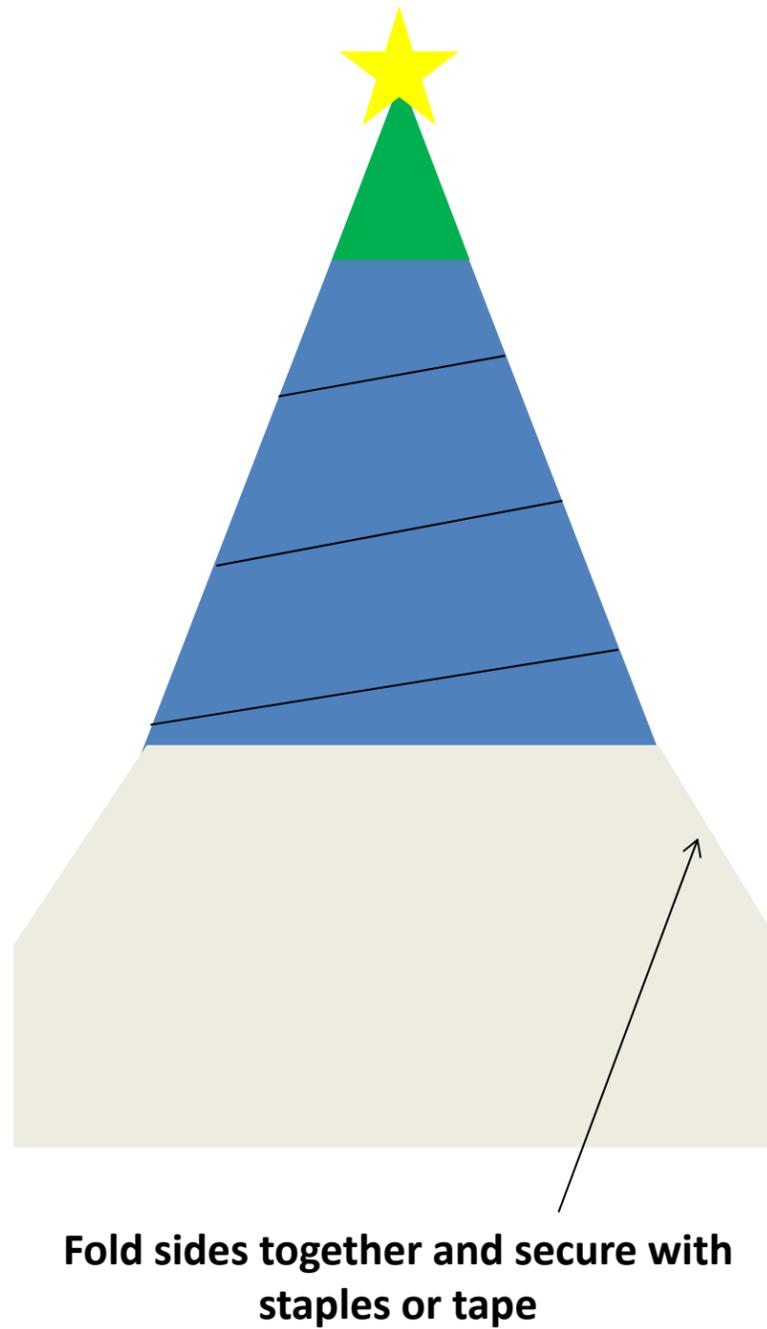
**Tree
Number
Box 2 of 3**

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Number
Box 3 of 3**

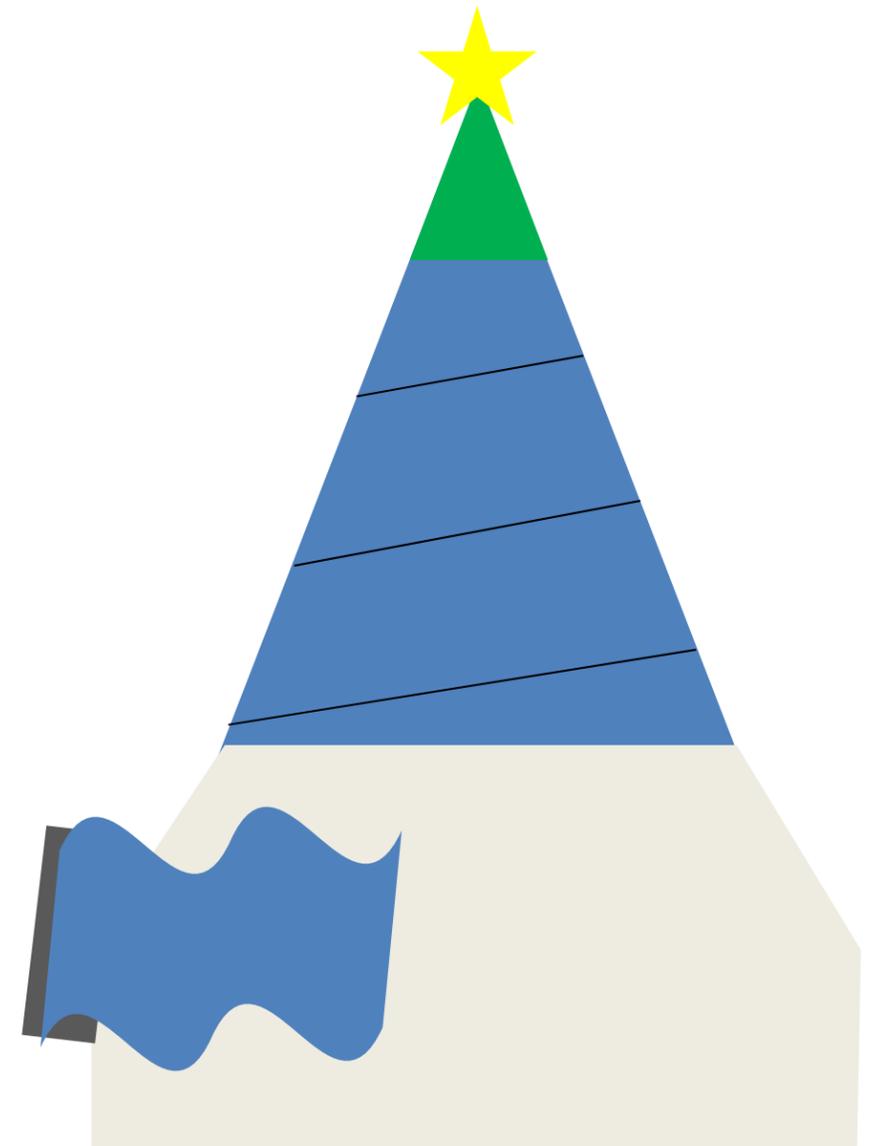
With the sides up, use a box cutter to score the corners as indicated below. Be careful not to cut the corners off. Just score them so they can be folded.



With the corners scored, fold them toward one another and secure with either tape or staples.



With all 4 sides secured together, begin stretch wrapping again, this time from the cardboard box base. Start from bottom and work your way up to 12 inches over the top of the cardboard box.



Your tree is wrapped. Add the shipping sheet (supplied by Festival of Trees) to the outside and it is then ready for shipment. Be sure the Tree number on the sheet matches the tree number of the wrapped tree on any subsequent boxes.

