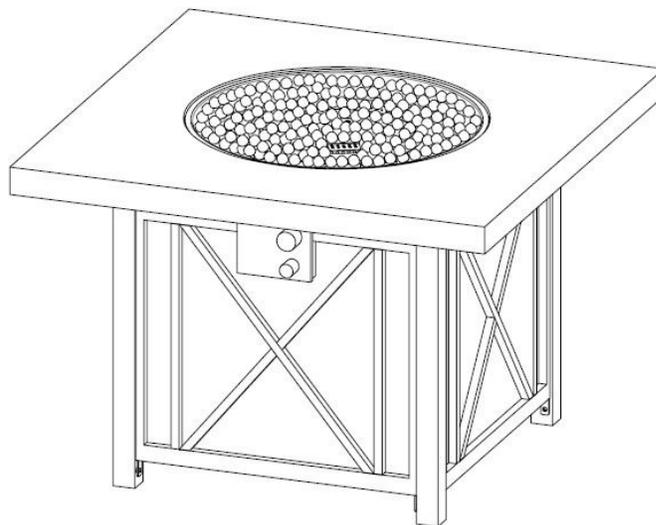


Cottage 34 in Square Gas Fire Pit
 MODEL#: FW-CTGSQFP



ANSI Z21.97/CSA 2.41-2014
 Outdoor Decorative Gas Appliances



Installer: Leave these instructions with consumer.
 Consumer: Keep these instructions for further reference.

⚠ WARNING: For Outdoor Use Only.

⚠ DANGER
 If you smell gas:

- Shut off gas to the appliance.
- Extinguish any open flame.
- If odor continues, keep away from the appliance and immediately call your gas supplier or fire department.

⚠ WARNING
 Do not store or use gasoline, or other flammable vapors and liquids, in the vicinity of this or any other appliance. An LP-cylinder not connected for use shall not be stored in the vicinity of this or any other appliance.

⚠ DANGER



CARBON MONOXIDE HAZARD
 This appliance can produce carbon monoxide which has no odor.
 Using it in an enclosed space can kill you.
 Never use this appliance in an enclosed space such as a camper, tent, car or home.

⚠ WARNING: Improper installation, adjustment, alteration, service or maintenance can cause injury or property damage. Read the installation, operating, and maintenance instructions thoroughly before installing or servicing this equipment.

Questions, Problems, Missing Parts? Before returning to your retailers, contact Foremost Groups Customer Relations Department toll free number at 1-855-390-5474 or 1-800-443-1410 (USA), or 001-855-286-4931 (Int) between the hours of 8:30 am and 5:00 pm EST, Monday thru Friday or fax your request to (973) 428-8026 or email us at customerservice@foremostgroups.com

IMPORTANT SAFETY INFORMATION

1. The installation must conform with local codes or, in the absence of local codes, with the National Fuel Gas Code, ANSI Z223.1 •NFPA 54; National Fuel Gas Code; Natural Gas and Propane Installation Code, CSA B149.1; or Propane Storage and Handling Code, CSA B149.2, as applicable.
2. The appliance must be isolated from the gas supply piping system by closing its individual manual shutoff valve during any pressure testing of the gas supply piping system at test pressures equal to or less than 1/2 psi (3.5 kPa).
3. The maximum inlet gas supply pressure is 250 psi.
4. The appliance area must be kept clear and free from combustible materials, gasoline, and other flammable vapors and liquids.
5. Do not use this appliance if any part has been under water. Immediately call a qualified service technician to inspect the appliance and to replace any part of the control system and any gas control that has been under water.
6. **Children and adults should be alerted to the hazards of high surface temperatures and should stay away to avoid burns or clothing ignition.**
7. **Young children should be carefully supervised when they are in the area of the appliance.**
8. **Clothing or other flammable materials should not be hung from the appliance or placed on or near the appliance.**
9. **Any guard or other protective device removed for servicing the appliance shall be replaced prior to operating the appliance.**
10. **Installation and repair should be done by a qualified service person. The appliance should be inspected before use and at least annually by a qualified service person. More frequent cleaning may be required as necessary. It is imperative that the control compartment, burners, and circulating air passageways of the appliance are kept clean.**
11. **CAUTION:** The propane gas pressure regulator provided with this appliance must be used. This regulator is set for an outlet pressure of 11 inches water column.
12. DO NOT burn solid fuels in this appliance.
13. This outdoor gas appliance is for Outdoor Use ONLY.
14. This outdoor gas appliance is not intended to be installed in or on recreational vehicles and/or boats.
15. This outdoor appliance is not for use on wood decks or other flammable surface.
16. Before each use of this gas appliance, open the door and/or the LP (Liquid Propane) Tank Drawer and inspect the hose. If there is evidence of excessive abrasion or wear or if the hose is damaged, the hose assembly must be replaced prior to the appliance being put into operation. Use only the replacement hose assembly specified in this manual. Make sure to leak test.
17. Before each use of this gas appliance, inspect the burner. The burner must be replaced prior to the appliance being put into operation if it is evident that the burner is damaged. Use only the replacement burner specified in this manual.
18. Make sure to properly locate the gas hose including locating the hose out of pathways where people may trip over it or in areas where the hose may be subject to accidental damage.
19. Keep the fuel supply hose away from any heated surface.
20. Never use this appliance closer than 10 feet from anything flammable, including houses or overhead tree branches.
21. Never use gasoline, kerosene, or any other liquid fuel to start a fire.
22. Always maintain a safe distance from the fire.
23. Always supervise children around the fire.
24. Never leave a fire unattended.
25. The appliance is hot during and after use, always allow ample cooling time before touching or moving.

IMPORTANT SAFETY INFORMATION ABOUT PROPANE (LP) GAS

1. The LP-gas supply cylinder to be used must be constructed and marked in accordance with the U.S. Department of Transportation (D.O.T.) *Specifications for LP-Gas Cylinders, or the Standard for Cylinders, Spheres and Tubes for Transportation of Dangerous Goods and Commission, CAN/CSA-B339*, as applicable.
2. The LP-gas supply cylinder to be used must have a listed overfilling prevention device (See Figure 1).
3. The LP-gas supply cylinder to be used must have a cylinder connection device compatible with the connection for the appliance.
4. A self contained LP-gas cylinder for use with this appliance must have a capacity of 20 lbs cylinder (Height about 18 in., Tank Body about dia12 in., Base about dia8 in.).
5. The cylinder supply system must be arranged for vapor withdrawal.
6. The cylinder used must include a collar to protect the cylinder valve.
7. This appliance shall be used only outdoors in a well-ventilated space and shall not be used in a building, garage or any other enclosed space.
8. When this appliance is not in use, the gas must be turned off at the supply cylinder.
9. Storage of this appliance indoors is permissible only if the cylinder is disconnected and removed from the Appliance.
10. Cylinders must be stored outdoors in a well-ventilated area out of the reach of children. Disconnected cylinders must have threaded valve plugs tightly installed and must not be stored in a building, garage or any other enclosed areas.
11. This appliance is certified by CSA (Canadian Standards Association) to ANSI Z21.97/CSA 2.41-2014, Outdoor Decorative Gas Appliances.



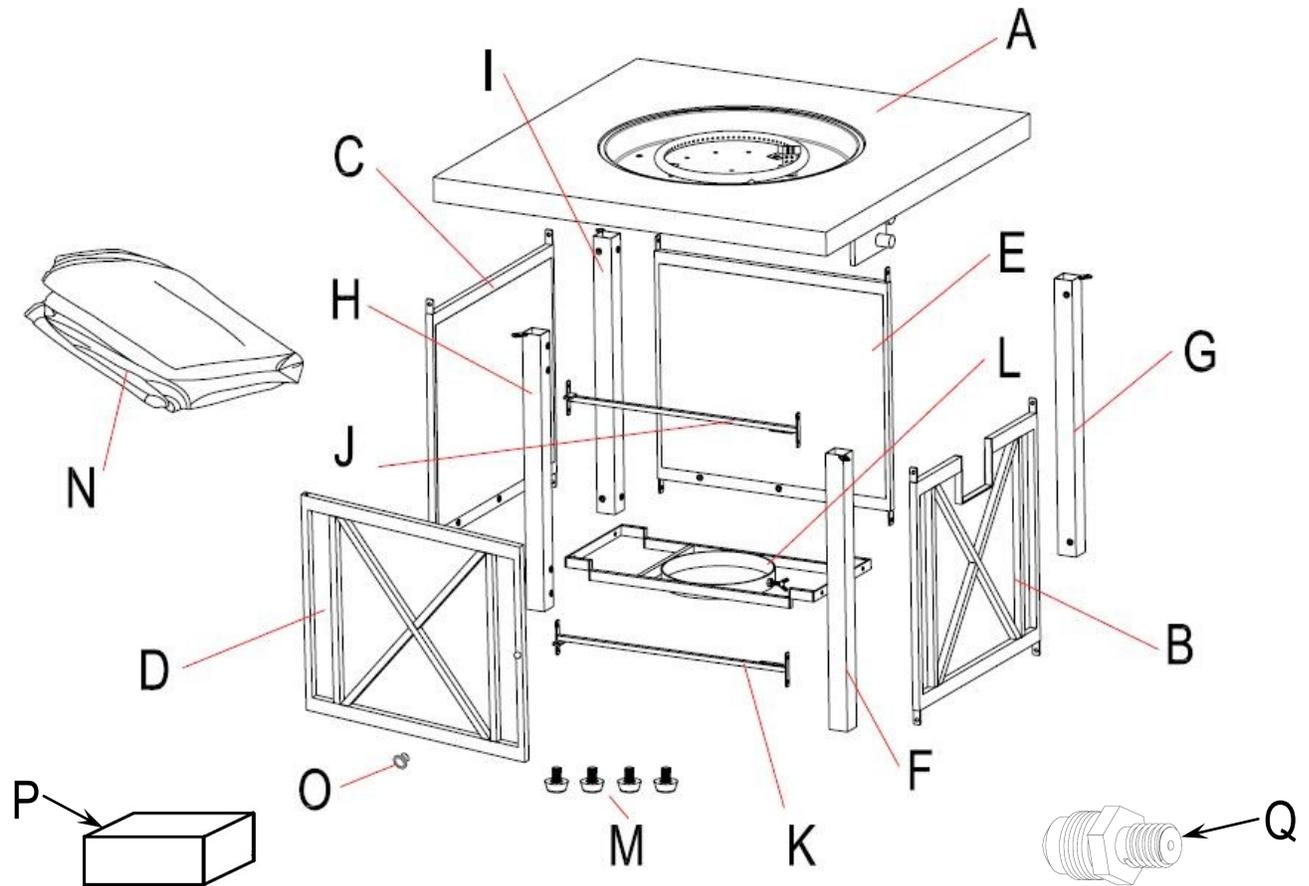
Standard 20 lb. tank

Figure 1

SPECIFICATIONS

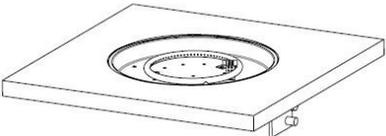
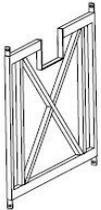
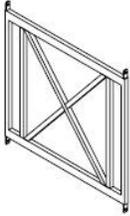
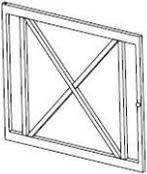
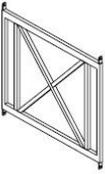
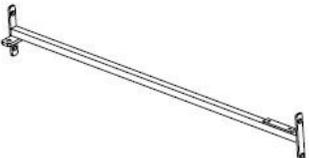
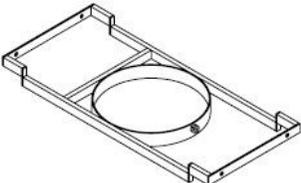
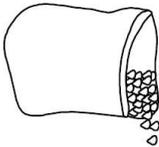
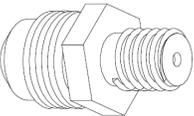
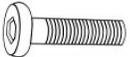
Rated Heat Input (Liquid Propane & Natural Gas)	50,000 BTU/hr
Propane Regulator Pressure	11 inches water column
Natural Gas Inlet Pressure	7 inches water column
Clearance to combustible surfaces	Sides: 24in. (610mm), Top: 72in. (1829mm)

PACKAGE CONTENTS



PART	DESCRIPTION	QUANTITY	PART	DESCRIPTION	QUANTITY
A	Tabel top assembly	1	K	Bottom beam	1
B	Right panel	1	L	Gas cylinder support	1
C	Left panel	1	M	Foot glider	4
D	Door	1	N	Weather cover	1
E	Back panel	1	O	Handle	1
F	Front-right leg	1	P	Lava rock	2 pkg
G	Back-right leg	1	Q	Natural gas orifice	1
H	Front-left leg	1	AA	Bolt (M6 x 15)	30
I	Back-left leg	1	BB	Washer (M6)	30
J	Upper beam	1	CC	Hex screw driver	1

ILLUSTRATED PARTS LIST

<p>A Table top assembly</p> 	<p>B Right panel</p> 	<p>C Left panel</p> 
<p>D Door</p> 	<p>E Back panel</p> 	<p>F Front-right leg</p> 
<p>G Back-right leg</p> 	<p>H Front-left leg</p> 	<p>I Back-left leg</p> 
<p>J Upper beam</p> 	<p>K Bottom beam</p> 	<p>L Gas cylinder support</p> 
<p>M Foot glider</p> 	<p>N Weather cover</p> 	<p>O Handle</p> 
<p>P Lava rock</p> 	<p>Q Natural gas orifice</p> 	<p>AA Bolt (M6 x 15)</p> 
<p>BB Washer</p> 	<p>CC Hex screw driver</p> 	

ASSEMBLY INSTRUCTIONS

Note: Tool Required for Assembly: Phillips screw driver (NOT included)

1. Carefully unpack all parts from the box, compare parts with package content listed above, make sure all parts are present before beginning assembly of product. If any part is missing or damaged, do not attempt to assemble the product. Contact customer service for replacement parts.
2. Attach the Left Panel (C) to Front-Left Leg (H) and Back-Left leg (I) with Bolt (AA) and Washer (BB) by using the Hex Screw Driver (CC). Attach the Back Panel (E) to Back-Right Leg (G) and Back-Left leg (I) with Bolt (AA) and Washer (BB) by using the Hex Screw Driver (CC), (see Figure 2).

NOTE: DO NOT tighten the screws completely.

Hardware Used:

- AA Bolt (M6 x 15) x 8
- BB Washer (M6) x 8
- CC Hex screw driver x 1

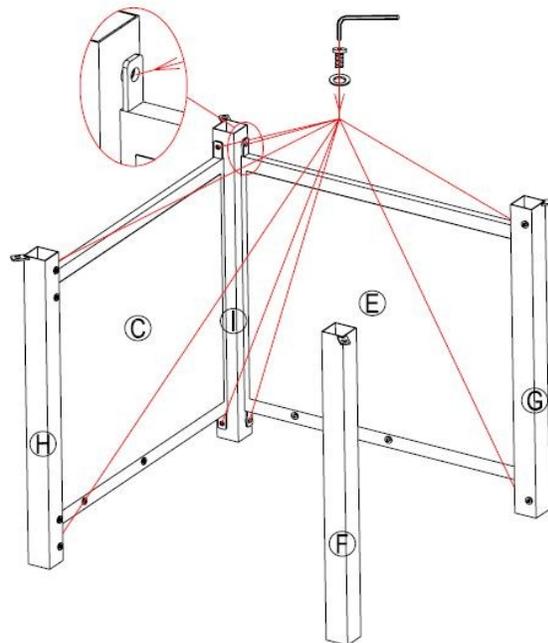


Figure 2

3. Attach the Right Panel (B) to Front-Right Leg (F) and Back-Right leg (G) with Bolt (AA) and Washer (BB) by using the Hex Screw Driver (CC), (see Figure 3).

NOTE: DO NOT tighten the screws completely.

Hardware Used:

- AA Bolt (M6 x 15) x 4
- BB Washer (M6) x 4
- CC Hex screw driver x 1

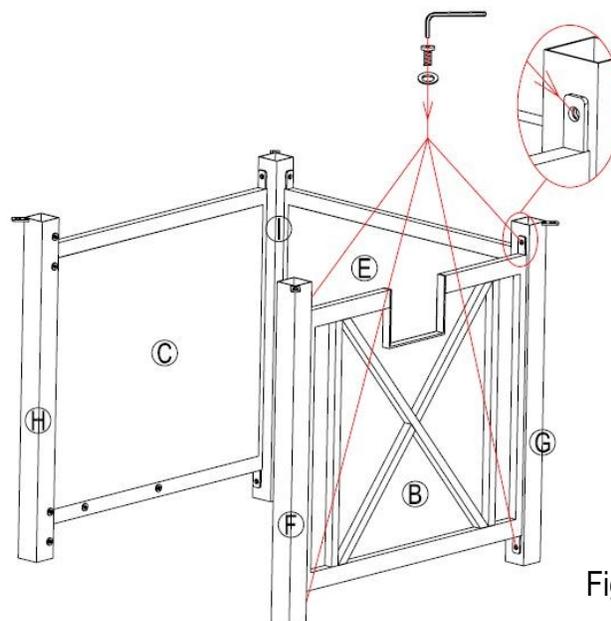


Figure 3

4. Attach the Upper Beam (J) to the Front-Left Leg (H) and the Front-Right leg (F) with Bolt (AA) and Washer (BB) by using the Hex Screw Driver (CC). Attach the Bottom Beam (K) to the Front-Left Leg (H) and the Front-Right leg (F) with Bolt (AA) and Washer (BB) by using the Hex Screw Driver (CC), (see Figure 4).

NOTE: DO NOT tighten the screws completely.

Hardware Used:

- AA Bolt (M6 x 15) x 8
- BB Washer (M6) x 8
- CC Hex screw driver x 1

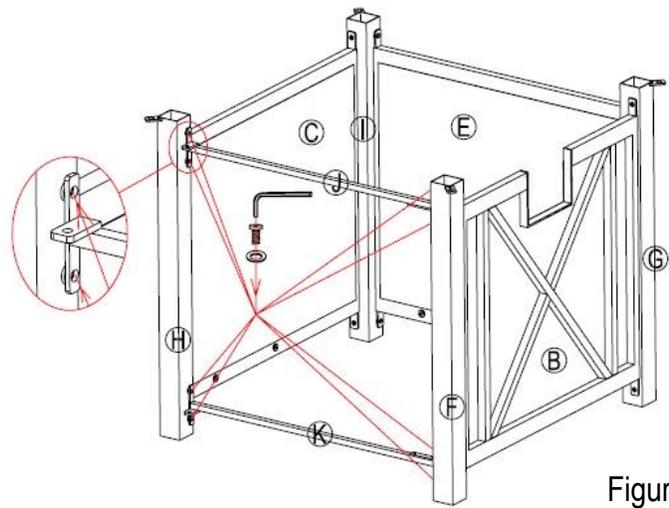


Figure 4

5. Attach the Gas Cylinder Support (L) to the Right Panel (B) and the Left Panel (C) with Bolt (AA) and Washer (BB) by using the Hex Screw Driver (CC), (see Figure 5).

NOTE: DO NOT tighten the screws completely.

Hardware Used:

- AA Bolt (M6 x 15) x 4
- BB Washer (M6) x 4
- CC Hex screw driver x 1

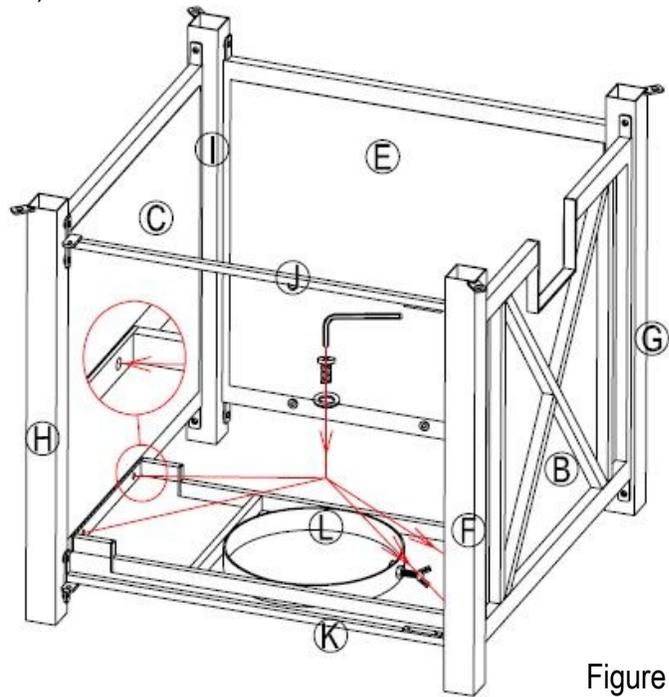


Figure 5

6. Attach the Door (D) to the Upper Beam (J) and the Bottom Beam (K) with Bolt (AA) and Washer (BB) by using the Hex Screw Driver (CC), (see Figure 6).

NOTE: DO NOT tighten the screws completely.

Hardware Used:

- AA Bolt (M6 x 15) x 2
- BB Washer (M6) x 2
- CC Hex screw driver x 1

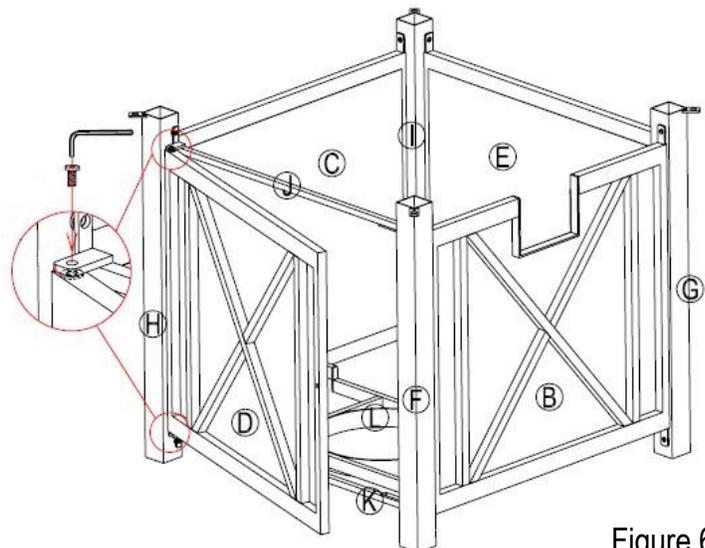


Figure 6

- Unpack the Handle (O) package, loosen the screw, attach the Handle (O) to the Door (D) by using the phillips screw driver, then screw it tightly, (see Figure 7).

NOTE: DO NOT tighten the screws completely.

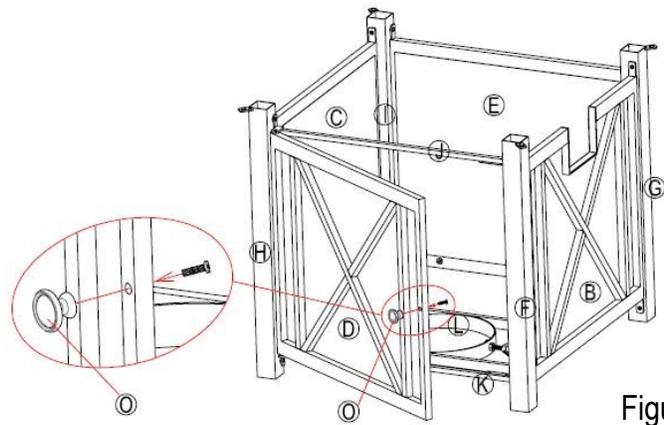


Figure 7

- Attach the assembled base to the Table Top Assembly (A) with Bolt (AA) and Washer (BB) by using the Hex Screw Driver (CC). Make sure the control panel just covers up the notch on the Right Panel (B), (see Figure 8). Then tighten all the screws completely.

Hardware Used:

- AA Bolt (M6 x 15) x 4
- BB Washer (M6) x 4
- CC Hex screw driver x 1

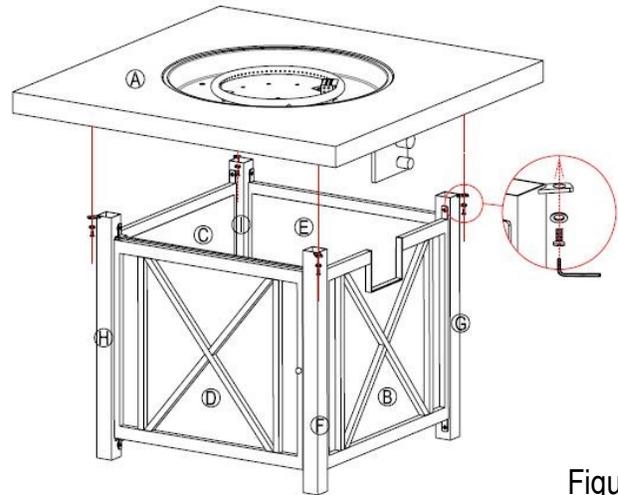


Figure 8

- Put the Lava Rock (P) around the burner, then remove the label from the pilot box (see Figure 9). A gas fire pit requires 16.5 lbs lava rock.

WARNING: keep children away during assembly, as this item contains lava rock, which are small pieces and can be swallowed by children.

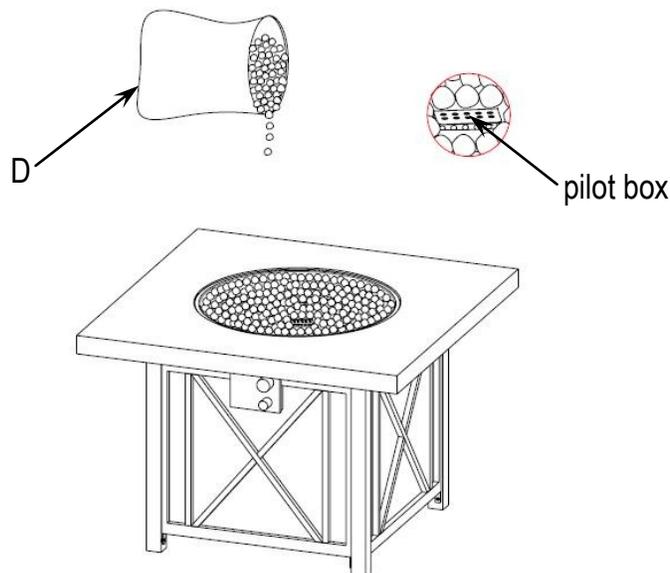


Figure 9

10. Open the door, place the gas cylinder into the Gas Cylinder Support (L), connect the regulator, screw the black handle clockwise to tighten, turn the black handle counterclockwise to remove. The hose must point down. The knob on the control panel is turned all the way to the “OFF” position when the fire pit is NOT in use (see Figure 10).

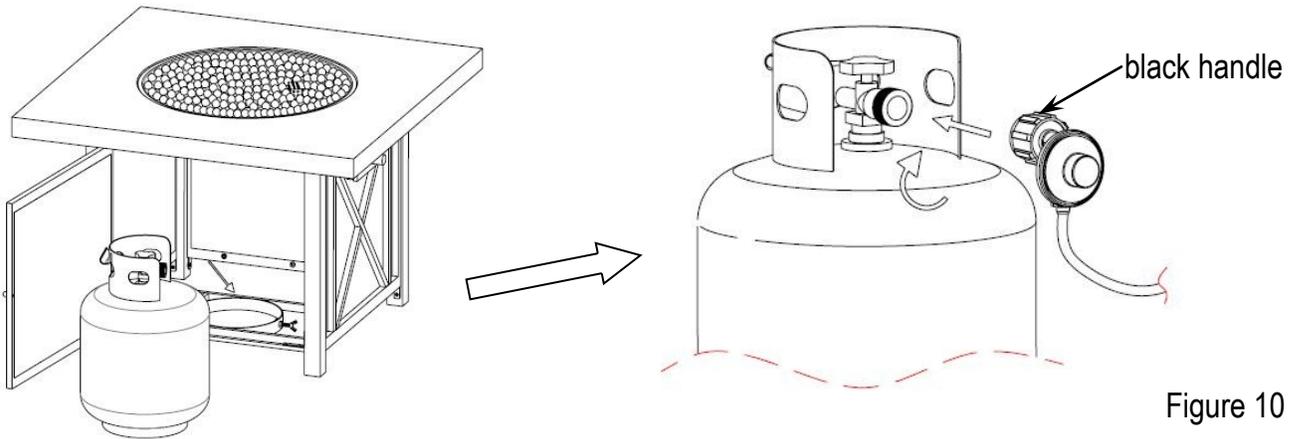


Figure 10

11. Secure the gas cylinder by tightening clockwise the butterfly screw found on the Gas Cylinder Support (L), so that the gas cylinder cannot move from side to side or fall down. Close the Door (D), cover the fire pit with the Weather Cover (N) when not in use to protect it from the elements or when fire pit is cool COMPLETELY after the use (see Figure 11).

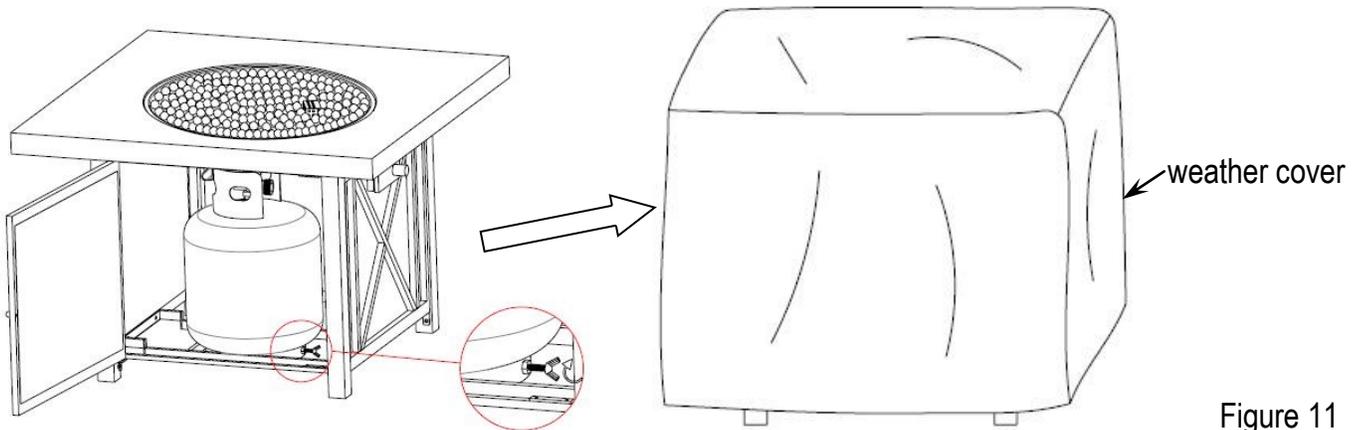


Figure 11



NATURAL GAS CONVERSION



Natural gas conversion must be performed only by natural gas provider or service company.

1. Disconnect the propane hose from the gas valve (see Figure 12).

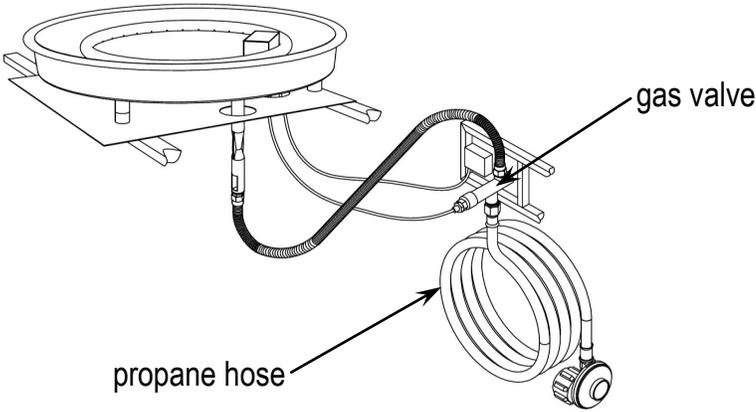


Figure 12

2. Unscrew and disconnect the propane orifice from the bellows (see Figure 13). Propane orifice (dia2.09mm size) is painted with red mark.

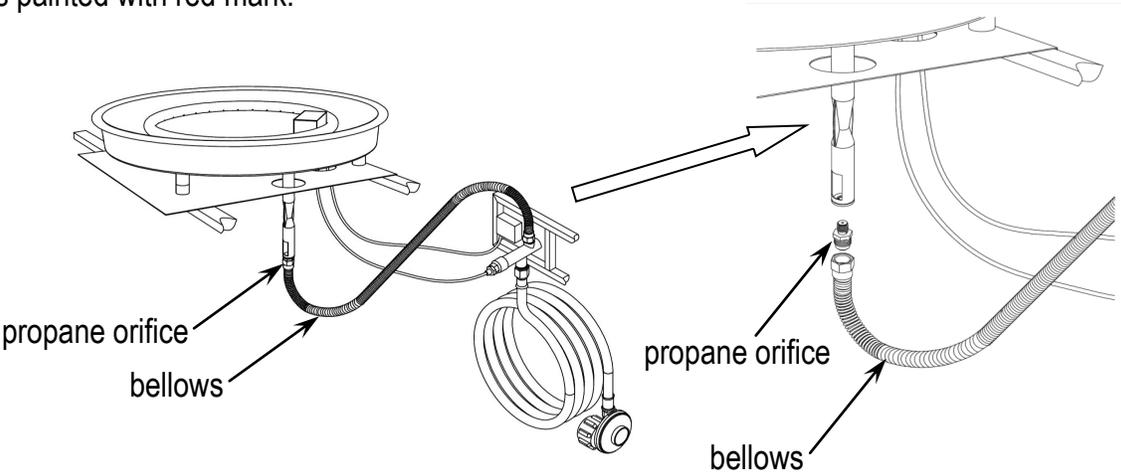


Figure 13

3. Replace the propane orifice with the natural gas orifice, screw the natural gas orifice with the bellows tightly, then connect and tighten the natural gas orifice with inlet tube (see Figure 14). Natural gas orifice (dia4.18mm size) is painted with black mark.

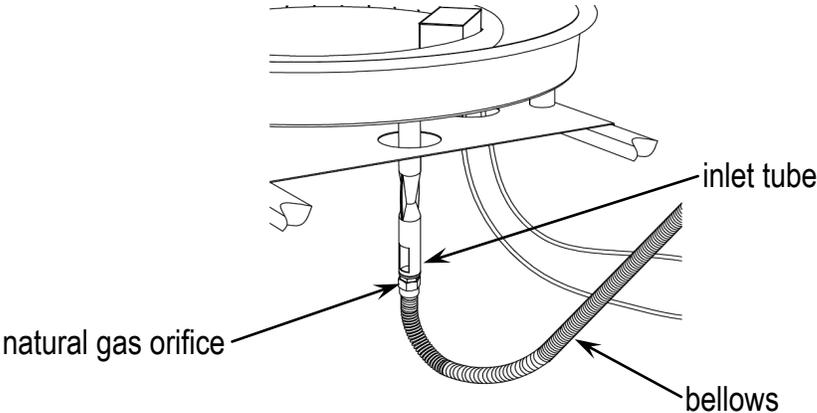


Figure 14

4. Connect the natural gas hose with the gas valve by screwing clockwise tightly (see Figure 15). Plug the natural gas fixture into the natural gas supply piping system (see Figure 16).

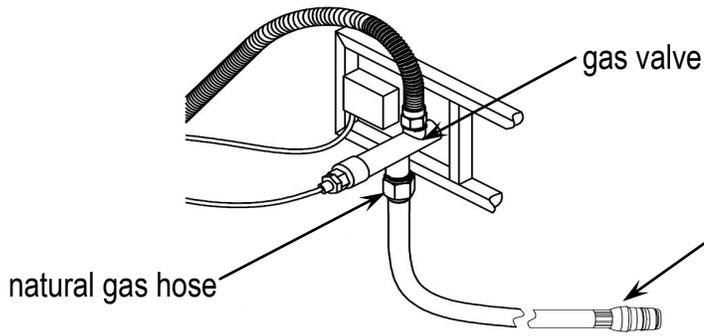


Figure 15

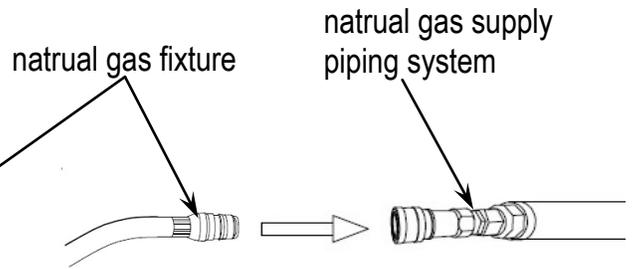


Figure 16

5. Stick the conversion label onto the propane rating plate (see Figure 17).

<p>Serial Number: _____ Model Number: FW-CTGSQFP</p> <p>CAUTION: This appliance has been converted to use natural gas. Propane orifice dia. 2.09mm, natural gas orifice dia. 4.18mm. Rated Heat Input : 50,000 BTU/hr Type of Gas : Natural gas Max Gas Supply Pressure : 7 inches water column (1.74kPa) Min. Gas Supply Pressure : 5 inches water column (1.24kPa) Minimum clearance from combustible constructions: Sides: 24in. 610mm. Top: 72in. 1829mm. FOR OUTDOOR USE ONLY. Outdoor Decorative Gas Appliances. If stored indoors, detach and leave cylinder outdoors. You can find the orifices on the package with LP manual. Please follow the instructions package with the orifices for gas conversion.</p> <p>⚠ WARNING: Improper installation, adjustment alteration, service or maintenance can cause injury or property damage. Read the installation, operating, and maintenance instructions thoroughly before installing or servicing this equipment.</p> <p>⚠ WARNING: Do not store or use gasoline, or other flammable vapors and liquids, in the vicinity of this or any other appliance. An LP-cylinder not connected for use shall not be stored in the vicinity of this or any other appliance.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">⚠ DANGER</td> <td style="text-align: center;">CARBON MONOXIDE HAZARD</td> </tr> <tr> <td style="text-align: center;"></td> <td> <p>This appliance can produce carbon monoxide which has no odor. Using it in an enclosed space can kill you.</p> <p>Never use this appliance in an enclosed space such as a camper, tent, car or home.</p> </td> </tr> </table> <p> <ul style="list-style-type: none"> The instruction manual contains important information necessary for the proper assembly and safe use of the appliance. Read and follow all warnings and instructions before assembling and using the appliance. Follow all warnings and instructions when using the appliance. If instructions or parts are missing, contact Foremost Groups Customer Relations Department toll free number at 1-855-390-5474 or 1-800-443-1410 (USA) or 001-855-286-4931 (Int) between the hours of 8:30 am and 5:00 pm EST, Monday through Friday or fax your request to (973) 428-8026 or email us at customerservice@foremostgroups.com <p style="text-align: center;">Distributed by Foremost Groups, Inc. 906 Murray Road, East Hanover, NJ 07936, U.S.A.</p> </p>	⚠ DANGER	CARBON MONOXIDE HAZARD		<p>This appliance can produce carbon monoxide which has no odor. Using it in an enclosed space can kill you.</p> <p>Never use this appliance in an enclosed space such as a camper, tent, car or home.</p>	<p>Model Number: FW-CTGSQFP regulator provided with this appliance must be used. This regulator is set for air column (2.74kPa). The gas supply must be turned off at the LP-gas supply not in use.</p> <p> <ul style="list-style-type: none"> 72 in. 1829 mm water column Minimum clearance from combustible constructions: Sides: 24in. 610mm. Top: 72in. 1829mm. If stored indoors, detach and leave cylinder outdoors. Do not connect to a remote LP gas orifice. You can find the orifices on the package with LP manual. Please follow the instructions for gas conversion. </p> <p>⚠ WARNING: Improper installation, adjustment alteration, service or maintenance can cause injury or property damage. Read the installation, operating, and maintenance instructions thoroughly before installing or servicing this equipment.</p> <p>⚠ WARNING: Do not store or use gasoline, or other flammable vapors and liquids, in the vicinity of this or any other appliance. 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⚠ DANGER	CARBON MONOXIDE HAZARD								
	<p>This appliance can produce carbon monoxide which has no odor. Using it in an enclosed space can kill you.</p> <p>Never use this appliance in an enclosed space such as a camper, tent, car or home.</p>								
⚠ DANGER	CARBON MONOXIDE HAZARD								
	<p>This appliance can produce carbon monoxide which has no odor. Using it in an enclosed space can kill you. Never use this appliance in an enclosed space such as a camper, tent, car or home.</p>								

conversion label

propane rating plate

Figure 17

BATTERY

Make sure the control knob is in the “OFF” position. Unscrew the push button cap on the ignitor module located on the control panel to access the battery compartment. The ignitor module requires one AAA size battery (See Figure 18).

WARNING:

1. Please observe proper polarity and use the correct battery type when placing or replacing the battery. Improper installation could result in ignition failure.
2. Please remove the battery if consumed or if product is to be left unused for a long period of time.

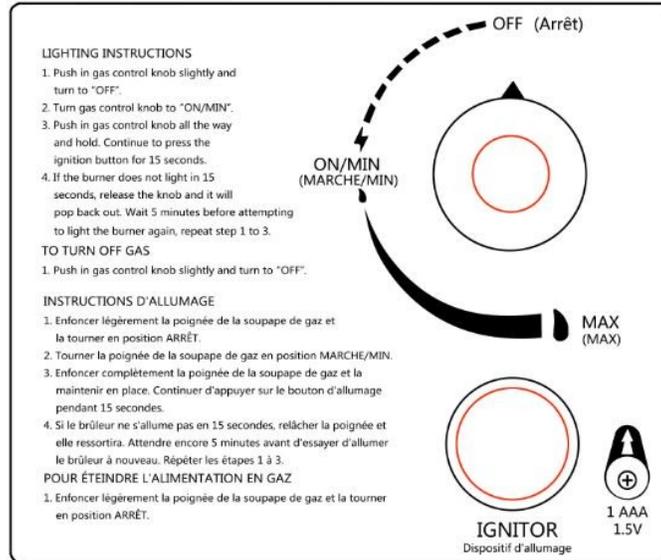
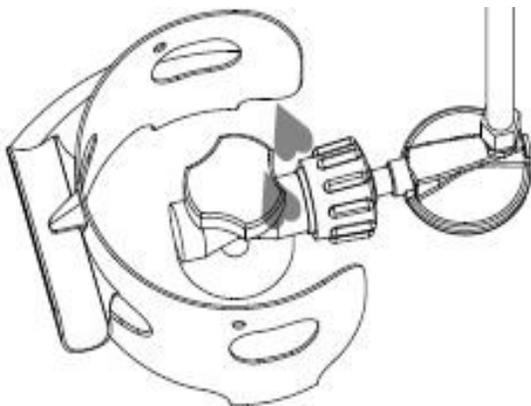


Figure 18

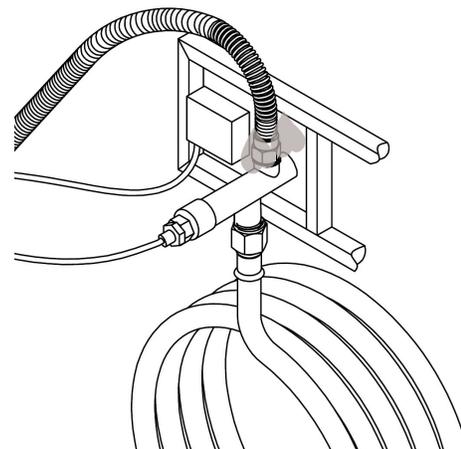
LEAK TEST

To prevent fire or explosion hazard when testing for a leak:

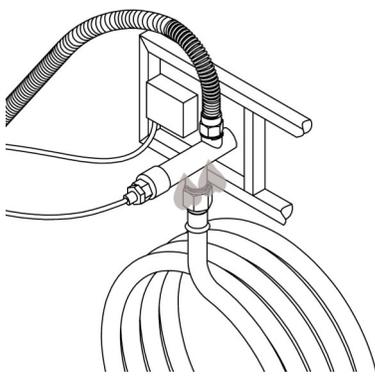
1. Always perform the leak test as described below before lighting this appliance or each time the cylinder is connected for use.
2. Do not smoke or allow other sources of ignition in the area while conducting a leak test.
3. Conduct the leak test outdoors in a well-ventilated area.
4. Do not use matches, lighters or a flame to check for leaks.
5. Do not use this appliance until any and all leaks are corrected. If you are unable to stop a leak, disconnect the propane supply. Call a gas appliance service shop or your local propane gas supplier.



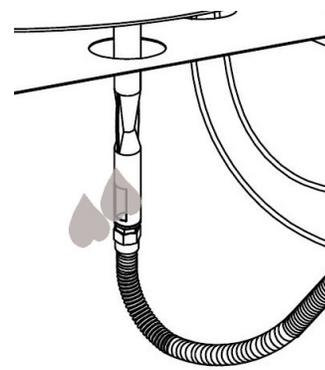
cylinder-regulator connection (Figure 19)



gas valve-bellows connection (Figure 20)



gas valve-hose connection (Figure 21)



inlet tube-bellows connection (Figure 22)

To perform a leak test:

1. Make 2~3 oz. of leak solution by mixing one part liquid dishwashing detergent and three parts water.
Noted: make sure control knob is "OFF".
2. Apply several drops of solution where the cylinder attaches to regulator (see Figure 19), inspect the solution at the connection looking for bubbles. If NO bubbles appear, the connection is secure. If bubbles appear, the connection has the leak, disconnect the regulator, reconnect, perform another leak check. If you continue to see bubbles after several attempts, cylinder valve is defective and should be returned to cylinder's supplier.
3. Apply several drops of solution where gas valve attaches to bellows (see Figure 20), where gas valve attaches to hose (see Figure 21), and where inlet tube attaches to bellows (see Figure 22). If NO bubbles appear, the connections are secure. If bubbles appear, the connection has the leak, disconnect, reconnect, perform another leak check. If you continue to see bubbles after several attempts, the part is defective and should replace the part.

LIGHTING INSTRUCTIONS

1. Push in gas control knob slightly and turn to "OFF".
2. Turn gas control knob the "ON/MIN".
3. Push in gas control knob all the way and hold. Continue to press the ignition button for 15 seconds.
4. If the burner does not light in 15 seconds, release the knob and it will pop back out. Wait 5 minutes before attempting to light the burner again, repeat step 1 to 3.

TO TURN OFF GAS

1. Push in gas control knob slightly and turn to "OFF".

WARNING: For your safety, read and follow the Lighting Instructions in this manual and in the Rating Plate on the appliance. IMPROPER LIGHTING PROCEDURES COULD RESULT IN A FIRE HAZARD OR EXPLOSION HAZARD OR PROPERTY DAMAGE, INJURY OR LOSS OF LIFE.

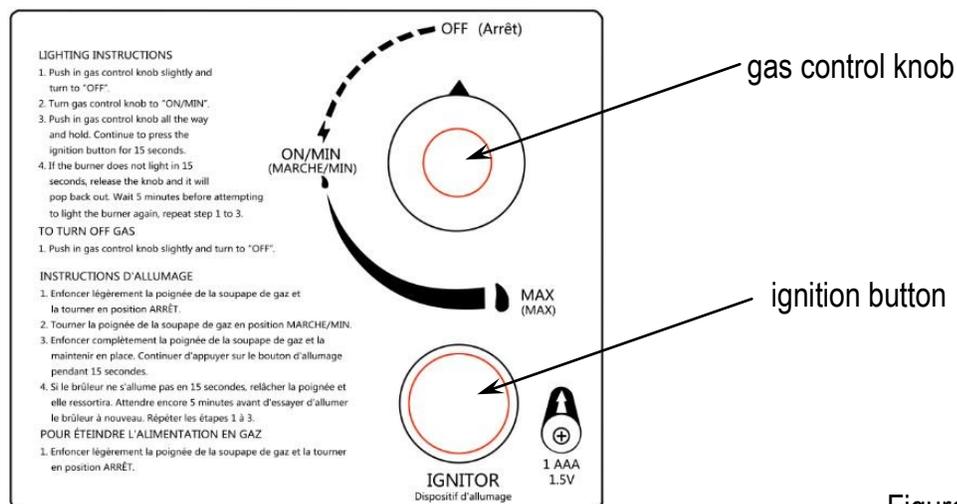


Figure 23

Observe Flame Height When Lit: Flame should be a blue / yellow color between 1~2 in. height (see Figure 24).

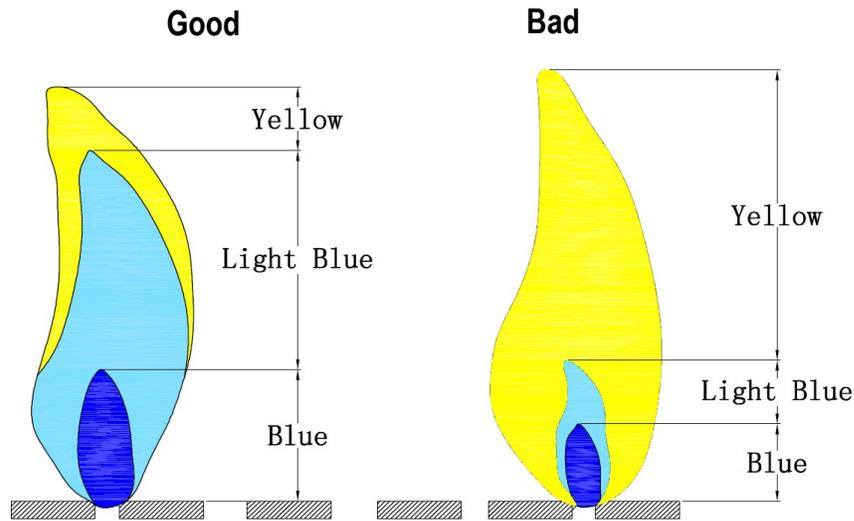


Figure 24

CARE AND MAINTENANCE

To enjoy the outstanding performance from your fire pit, make sure you perform the following activities on a regular basis:

1. Use warm soapy water for cleaning. Never use flammable or corrosive cleaning agents.
2. While cleaning the fire pit, make sure to keep the area around the burner dry at all times. DO NOT submerge the control valve assembly. If the gas control is submerged in water, DO NOT use it. It must be replaced.
3. Air flow must be unobstructed. Keep controls, burner, and circulating air passageways clean. Signs of possible blockage include:
 - (1). Gas odor with extreme yellow tipping of flame.
 - (2). Fire pit does NOT reach the desired temperature.
 - (3). Fire pit flame is excessively uneven.
 - (4). Fire pit makes popping noises.
 - (5). Spiders and insects can nest in burner or orifice. This dangerous condition can damage fire pit and render it unsafe for use. Clean burner holes by using a heavy-duty pipe cleaner. Compressed air may help clear away small particles.
4. Carbon deposits may create a fire hazard. Clean burner with warm soapy water if any carbon deposits develop.
5. Cover your fire pit with an outdoor weather cover when not in use to protect it from the elements.

NOTE: Always allow fire pit to cool COMPLETELY before you cover the fire pit with an outdoor weather cover or you attempt the service or maintenance.

REPLACEMENT PARTS LIST

NO	PART#	DESCRIPTION
01	EFP-RDTTA	Table top assembly
02	EFP-RP	Right panel
03	EFP-LP	Left panel
04	EFP-DR	Door
05	EFP-BP	Back panel
06	EFP-FRLG	Front-right leg
07	EFP-BRLG	Back-right leg
08	EFP-FLLG	Front-left leg
09	EFP-BLLG	Back-left leg
10	EFP-UPBM	Upper beam
11	EFP-BTBM	Bottom beam
12	EFP-GCSPT	Gas cylinder support
13	EFP-FOOTGD	Foot glider
14	EFP-HDL	Handle
15	EFP-THRMCP	Thermocouple
16	EFP-PLSELT	Pulse Ignition
17	EFP-CNNB	Knob
18	EFP-HRDPK	Hardware pack

WARRANTY

Firepits

Burner, steel fire pit bowl, all mechanical parts and fittings to control panel and burner assembly, and all fire pit tops that are not cast aluminum are warranted for a period of one (1) year from original date of purchase, against defects in material and or workmanship. Rust is not covered.

Frames

Frames are warranted to be free from defects in materials and workmanship for a period of one (1) year. Damage to frames or welds due to improper assembly or exposure to water and sub-freezing temperatures, is not covered. Breakage that is a result of product being dropped, acts of God, acts of war, etc. are not covered.

Finish

The finish is warranted against peeling, cracking, or blistering for a period of one (1) year provided the product has not been scratched or abraded. Scratches and chips resulting from normal wear and tear are not covered. Fading resulting from exposure to elements is not covered. Stains as a result of chemical spills and certain food items are not covered.

Table Tops

All table tops are warranted for a period of one (1) year from original date of purchase, against defects in material and or workmanship. Breakage, discoloration, staining, and or any other weather related issues are not covered.

Warranty Exclusions

Failure caused by unreasonable or abusive use. Firepits that were clearance items, display models or items purchased in an "as is" condition, freight damage, firepit damaged by acts of nature, vandalism, fire, abuse, lack of proper care and maintenance, or improper assembly; straps and normal fading or discoloration from exposure to elements, oils, spills, fluids or chemicals; Table top against breakage; hardware against corrosion or rusting; buckling or splitting of tubing resulting from exposure to water and freezing temperatures; glass table tops, purchased or replacement parts; plastics. Also excluded: loss of use of time and or inconvenience, money, travel, packaging or any other consequential or incidental damages. In no event shall Foremost Groups Inc. responsibility exceed the value of the replacement product. Warranty is to the original purchaser when items are purchased from one of our authorized retailers and is not transferable. All warranty claims must be submitted with a dated register receipt within the warranty period. Should replacement of the warranted item be unavailable, Foremost Groups Inc. reserves the right to substitute items of our choice similar in style, color and quality. For quality control purposes and verification, we reserve the right to request photographs of the damage item(s). The terms of this warranty are subject to change without notice.

To obtain warranty service please contact Foremost Groups Customer Relations Department toll free number at 1-800-443-1410 (USA), between the hours of 8:30 am and 5:00 pm EST, Monday thru Friday or fax your request to (973) 428-8026 or email us at customerservice@foremostgroups.com