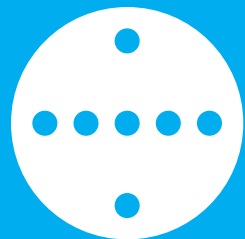


SHAW'S.
A Civica Group company

Supporting you to run cost-effective successful covid-secure elections





SHAW'S.
A Civica Group company

Specialists in materials for elections

What our clients are saying:



“We have used Shaw's for years – we would not go anywhere else as not only is it about quality but also peace of mind. I know you will always deliver what you say when you say which is extremely reassuring.”

London Borough of Hillingdon



“I have had a long standing relationship with Shaw's as election stationery supplier at a number of LAs over the years. Service has always been considerate and understanding, to enable elections to be run with assurance as to accuracy and legality of the forms and stationery.”

London Borough of Watford



“We've been sourcing our election supplies from Shaw's for many years now because they offer the most comprehensive range of items and the customer service is excellent. They are always open to new ideas too, so we can relax in the knowledge that the product range will meet our needs.”

Camden London Borough Council



“We could not fault the service we received from Shaw's this year and every other year. Nothing was too much trouble and every email or phone call was acted on and delivered in record time.”

East Cambridgeshire District Council

Welcome to

YOUR ONE STOP SHOP FOR ELECTION MATERIALS.

The Elections Team at Shaw's continues to supply comprehensive election materials and equipment to nearly all of the UK's local authorities.

In this, our equipment catalogue for 2022, you will find numerous products, large and small, that have been designed to make the administration of your elections and referendums as trouble-free as possible.

Our extensive product range has been developed over many years, in collaboration with the Association of Electoral Administrators, the Electoral Commission and the Cabinet Office. By combining our experience with insights from these organisations, we ensure that our product range is practical, useful and conforms with all relevant legislation and guidance.

This year Shaw's continue to support elections colleagues with the additional challenge of creating Covid-secure polling stations and count venues. On pages 10-13 you will find various items that you will need to ensure protection for staff and voters on polling day.

Please note that we welcome suggestions for additional products. In fact, many of our new products for this year have been added at customers' requests. Therefore if you have an idea for a product that will enhance the administration of your elections, please do get in touch.

Kelly Larwood
Director

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SHAW'S PRESIDING OFFICER'S SUNDRIES PACK



The comprehensive Sundries Pack comprises all five of the packs shown on these two pages and is supplied in an environmentally-friendly, re-usable wallet. The wallet comes with a matching pencil case and both these items can be returned to Shaw's for credit and re-use (see below). Alternatively, the five individual packs can be purchased separately to refill existing wallets. The Sundries Pack contents are reviewed annually in the light of feedback from users and therefore may vary slightly from those shown here.

Please contact us to discuss bespoke options for large quantity orders.

Note that for Welsh elections, bilingual versions of the notices, forms and packets are supplied.

Illustrations show contents for English local government elections.

SAVE MONEY, SPACE & TIME WITH SHAW'S SUNDRIES PACK RECYCLING SCHEME

Did you know that if you have ever ordered sundries packs from us, you could benefit from either of our schemes to help you save money or free up storage space and prepare for future polls?

SAVE MONEY

Save £££s – and promote green policies – when ordering your sundries by purchasing our exceptional value refill packs. These can easily be inserted into your existing wallets to create complete sundries packs.

SAVE SPACE AND TIME

Short on storage space? Don't want to spend time refilling your existing wallets? You could return your used wallets and pencil cases – with or without leftover contents – to us, earning substantial credit to redeem against future purchases of complete sundries packs.

For every wallet that passes our quality check you will receive 50p credit and 25p credit for each pencil case which can be used at your discretion for any future orders.

Please contact us for further information.



Pack 1 – Stationery

Ref: SSP1

- 2 x HB pencils, with eraser (HBP1)
- 6 x ballot pencils with rubber cap (BAP100)
- Double barrel pencil sharpener with shavings collector (EPS1)
- Pair of scissors (ESS1)
- String (EBS1)
- Box of 50 drawing pins (DRP151)
- Roll of adhesive tape (EAT1)
- Pack of Shaw's White Tack (EWT1)
- 2 x ballpens (BAP201)



Pack 2 – Other Stationery

Ref: SSP2

- 12" ruler (ERUL)
- 3 x plain adhesive labels (SAL1)
- Clear plastic sack (CPS100)
- Black plastic sack (OPS100)
- Green plastic sack (GPS100)
- 3 x cable ties (KPL01)
- Ballot paper magnifier (MAG1)



Pack 3 – Notices

Ref: SSP3

- 3 x large POLLING STATION signs (paper) (LE104)
- 3 x small POLLING STATION signs (paper) (LE102)
- OPENING TIMES sign (paper) (LE100)
- 3 x WAY IN signs (paper) (LE100)
- 2 x WAY OUT signs (paper) (LE101)
- 2 x strips of five direction arrows (paper) (LE100X)
- 2 x DISABLED ACCESS signs (paper) (LE105)
- WELCOME TO YOUR POLLING STATION sign (paper) (LE10)
- NO PHOTOGRAPHY OF ANY KIND sign (paper) (LE116S)
- NO SMOKING OR VAPING (LE106V)
- PLEASE SWITCH OFF MOBILE PHONES sign (paper) (LE107)
- 2 x COLLECT BALLOT PAPERS HERE signs (paper) (LE103)
- YOU MAY USE YOUR OWN PEN sign (paper) (LE99)

CONTENTS IMPROVED AND EXPANDED



POLLING STATION

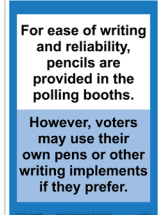
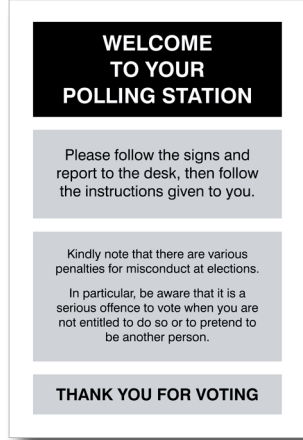
POLLING STATION

WAY IN

WAY OUT

Direction arrows

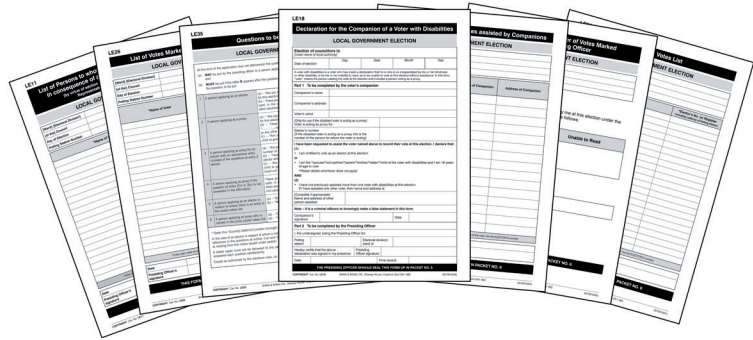
DISABLED ACCESS



Pack 4 – Forms

Ref: LESDF

- Questions to be put to voters (LE35)
- Tendered votes list (LE25)
- 10 x declaration by companion of voter with disabilities (LE18)
- List of voters with disabilities assisted by companions (LE17)
- List of votes marked by Presiding Officer (LE26)
- Statement of number of votes marked by Presiding Officer (LE26A)
- List of persons to whom ballot papers are delivered in consequence of an alteration to the register (LE11)



Pack 5 – Packets

Ref: LESDP

- No. 2 – The unused and spoilt ballot papers (paper sack with adhesive label included) (LEPKT2)
- No. 3 – The tendered ballot papers which have been marked by voters (LEPKT3)
- No. 4 – The marked copy of the register, list of postal voters and list of proxies (LEPKT4)
- No. 5 – Certificates of employment on the day of the poll (LEPKT5)
- No. 6 – The tendered votes list, list of votes marked by PO, statement of number of votes marked by PO, list of voters with disabilities assisted by companions, declarations made by companions of voters with disabilities, and list of persons to whom ballot papers are delivered in consequence of an alteration to the register (LEPKT6)
- No. 7 – Ballot paper account (LEPKT7)
- No. 8 – Appointments of PO and poll clerks (LEPKT8)
- No. 9 – Corresponding number lists (LEPKT9)
- No. 0 – Additional packet for use if required (LEPKT0)

VOTING SCREENS

VotePod®: Compact Portable Voting Booth



VotePod®

Designed and
manufactured
in the UK



- Easy to wipe clean
- Ideal for socially distant configuration
- Lightweight and durable
- Compact and easily portable
- One person assembly
- Folds flat for ease of storage
- No tools or separate fixings required
- Adjustable height and width for accessibility
- Available from stock (subject to quantity)



Shaw's are aware of the multiple logistical challenges local authorities face when distributing voting booths to their respective polling stations and recognise that it is not always ideal to use a traditional wooden booth in all locations. We listened to the typical issues encountered by elections staff, and are delighted to offer our solution, the Shaw's VotePod® – an ingenious, compact, adaptable, portable and, above all, affordable voting booth which can be easily lifted and assembled by a single person.

Of contemporary design and robust structure, the VotePod® requires no tools or separate fixings for assembly, features a durable silver stoved enamel finish steel frame with detachable vinyl privacy screen and weighs under 15kg.

Its clever design ensures inclusivity as it features two writing surface levels and two shelves for use in two modes, either standard or accessible. Available to purchase in either standard or accessibility mode, the VotePod® can be easily converted into the other mode simply by changing the writing surface shelf.

Ideal for transport in most small cars, the VotePod® disengages easily into 5 smaller separate components (or 6 with the purchase of an additional shelf for use in both modes) and stores flat for ease of portability and storage.

See opposite for full list of available accessories.

VotePod® is designed and manufactured in the UK.

Shaw's VotePod®

Ref: VP01

Open size: H1850mm x W720mm x D600mm

Folded size: H935mm x W712mm x D100mm

Single polling booth unit with wraparound vinyl privacy screen and rectangular writing surface shelf

Shaw's Accessibility VotePod®

Ref: VP02

As per VP01 but has a trapezium shaped writing surface shelf to enable use of Shaw's VotePod® for disabled voters. Creates an opening width of 800mm, when outer legs are adjusted as necessary to fit trapezium shelf on lower level.



VotePod®



Accessibility
VotePod®

"We purchased 80 VotePods, and the staff said that they were really good and really light. We watched the video clip which was very useful."
Somerset West and Taunton Council

"Super. Staff who used them said they were really easy to use. Lightweight, don't take up much space."
Warwick District Council

VotePod® Optional Accessories

Storage and transportation bag

Ref: VP05

Nylon bag to enable ease of storage and transportation of Shaw's VotePod®



4-way connector piece

Ref: VP06

Enables multiple standard VotePod® units to be joined together in numerous configurations



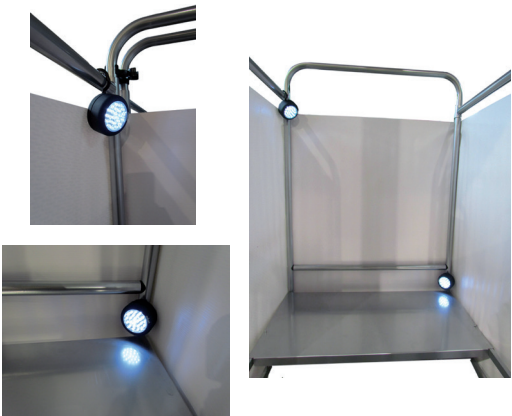
Polling booth light – 24 LED lamp with hook and magnet

Ref: EL6

70mm

24 LED lamp with hook and magnet ideal for providing additional focused lighting in dull conditions, this super bright 70mm light is supplied with three fitted AAA batteries as well as an additional pack. Its rotating hook enables the lamp to be hung and angled as required (please note we cannot guarantee suitability for other models of voting booth). Alternatively, a useful magnet on the back allows it to be fixed directly on the VotePod® framework itself.

Please note that a screwdriver is required to remove a plastic tab from the battery compartment prior to first operation.



Polling booth light – High performance COB LED lamp with hook and magnet

Ref: EL7

218 x 60 x 34mm

Super bright 3W COB 220 lumens lamp with on/off button. Supplied with 4 fitted AA batteries as well as an additional pack. Rotating hanging hook enables light to be angled as required (please note we cannot guarantee suitability for other models of voting booth). Alternatively, three magnets on reverse can be affixed anywhere on the VotePod® framework itself.



Additional AAA alkaline batteries

Ref: ELAAA

Supplied in packs of 3. For use with 24 LED polling booth lights (EL6) and Shaw's torches (page 21).

Additional AA alkaline batteries

Ref: ELAA

Supplied in packs of 4. For use with Shaw's high performance COB LED polling booth lights only (EL7).

A3 clear plastic wallet

Ref: CPW2

For affixing to screen for insertion of A3 polling booth notices

Luggage tag for VotePod® carry bag

Ref: VP01/50: Yellow accessibility tags

Ref: VP01/51: Orange standard tags

Identify the contents of the VotePod® carry bag as well as the location they will be used in with our coloured tags (including a printed card insert).



Writing surface shelf for converting Shaw's VotePod® and Accessibility VotePod®

Ref: VP03

Rectangular writing surface shelf. Can be used to adapt VP02 into use in standard mode

Ref: VP04

Trapezium shaped writing surface shelf. Can be used to adapt VP01 into use in accessibility mode

Additional privacy screen for VotePod®

Ref: VP07

Detachable vinyl privacy screen in white

Privacy screens are also available to special order (at additional cost) with bespoke print, e.g. a local authority's name and logo, subject to a minimum order of 5. Contact us for a quote.

VOTING SCREENS

Traditional Wooden Voting Screens

Shaw's popular and trusted traditional wooden voting screens are craftsmen-made in the UK to order. Competitively priced, they are robust, portable and fold flat for easy storage.

Single voting screen

Ref: VSS
H1870mm x W670mm x D635mm. W: 11KG

Double voting screen

Ref: VSD
H1870mm x W1310mm x D635mm. W: 24KG

Single voting screen for disabled voters

Ref: VSSD
Wider and with lower shelf for easy access
H1870mm x W860mm x D635mm. W: 14KG

Combined single/disabled voting screen

Ref: VSC
H1870mm x W1500mm x D635mm. W: 24KG



VSS

VSD

VSSD

VSC

Shelf height is 910mm in all standard voting compartments and 790mm in disabled compartments

Wipe-clean polling booth writing mat

Smart white PVC mat for use with wooden polling booths to create a modern writing area and to allow for wiping clean voting area between uses.

Ref: VSSWB for VSS single wooden voting screens
Ref: VSSDWB for VSSD disabled wooden voting screens



Cardboard Table-top Voting Screen

Cardboard table-top voting screen

Ref: VSTT1
Easy assembly – from flat-packed sheet to voting screen in seconds.
Designed for single use and ideal for very small polling stations.
Heavy grade 4.5mm thick shiny white cardboard, complete with plastic loop for attaching ballot pencil.
Safety edges to avoid paper cuts.
H800mm x W590mm x D490mm
Supplied in 5s



BALLOT BOXES

Premium Wheeled Plastic Ballot Box

60 litre premium wheeled wipe clean plastic ballot box

Ref: SBBP60W
340mm (h) x 550mm (w) x 330mm (d)
Capacity 60 litres
These ballot boxes are a premium style specially made for Shaw's.

This ballot box possesses all of the best attributes of the popular SBBP (below), including stackability, portability, nestability; and much more. It is of a strengthened, thicker plastic construction with a wheeled base for ease of portability. The reinforced, robust lid offers clip-on hinges to secure lid for transit (prior to use with security seals) and additional slots for multiple security seals if needed. This box offers value for money with the assurance of long-term durability.

10 seals included with each box (8 pull-secure seals, 2 white padlock seals)

Bulk discounts available.
Available from March 2022.



Plastic Ballot Boxes

50 litre plastic wipe clean ballot box

Ref: SBBP
470mm (h) x 450mm (w) x 350mm (d)
Capacity 50 litres

These well-designed and practical ballot boxes are specially made for Shaw's.

In specifying these boxes, our requirements were: compact stacking of boxes and lids for easy storage; robust, long-lasting construction; and, most important of all, a very low price.

The boxes use up to four Shaw's arrow-lock seals with easy release tabs (BBS3) for the lid and a plastic 'padlock' seal (BBS4) for the flap that covers the slot (although a conventional tie seal may also be used for this). Ten seals (8 x BBS3 and 2 x BBS4) are included with each box.

Colour: all black

- Robust, durable plastic construction
- Boxes nest inside each other for compact storage
- Lids store within boxes and can also stack on one another
- Lids are recessed to allow boxes to stack on top of one another
- Hinged flap to seal slot
- SBBP lids use four Shaw's arrow-lock seals with easy release tabs. These are low cost and are much neater than cable-tie type seals
- Slot uses one plastic 'padlock' seal
- 10 seals included with each box
- Self-adhesive clear plastic wallet can be supplied for labelling purposes – CPW1/CPW3, see page 8.
- Generous bulk discounts available



BALLOT BOX TROLLEYS

Ballot box trolley

Ref: SBBT4
Shaw's premium ballot box trolley has an easy-fold action with telescopic handle. It is fitted with two rubber bungee cords to secure the ballot box. Size open 90cm high x 25cm wide x 23.5cm deep; folded 44cm high x 25cm wide x 7.8cm deep. Weight 1.54kg. Carries up to 35kg.



Folding hand truck

Ref: SBBT6
This folding hand truck has a lightweight aluminium frame, with a rubber grip handle. Toe plate and wheels open simultaneously. Complete with elasticated strap. Size open 100cm high x 39cm wide x 40cm deep; folded 63cm high x 40cm wide x 5.5cm deep. Carries up to 70kg.

BALLOT BOX ACCESSORIES

Clear plastic wallet

With adhesive back, for displaying notices.
A4 – **CPW1** (ideal for Shaw's Plastic Ballot Boxes)
A5 – **CPW3**

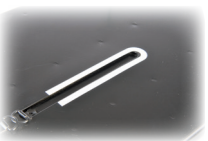


Slot highlighters

Ref: SLH2
White self-adhesive strips to highlight the slot on Shaw's plastic ballot boxes (SBBP) for voters with poor vision
Supplied in 100s



Ref: SLH1
White self-adhesive strip to highlight the slot on traditional metal ballot boxes for voters with poor vision
Supplied in 10s



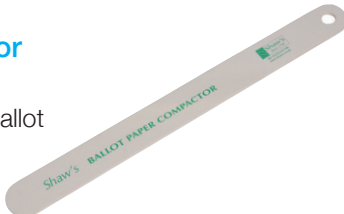
Bungee cord

Ref: EBC1200
Strong elastic flat bungee with plastic hooks at each end. Ideal for securing ballot boxes on to trolleys/hand trucks, etc. 1200mm long x 20mm x 5mm



Ballot paper compactor

Ref: LE120
Strong plastic. Compacts ballot papers within ballot box to create extra space
Length 52cm



Security seal cutters

Ref: BBSC
6" (150mm) cutters for safely removing ballot box seals, etc.



SECURITY SEALS

Ballot box seal

Ref: BBS3
Grey arrow-lock seals with easy release tabs, for use with Shaw's plastic ballot box (SBBP)
Serially numbered, supplied in 500s



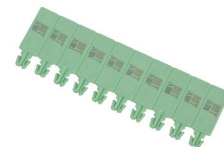
Plastic 'padlock' ballot box seal

Ref: BBS4
White padlock-style seal, ideal for sealing the flap over the slot of Shaw's plastic ballot box (SBBP and the now discontinued SBBPL)
Serially numbered, supplied in 100s



Envo ballot tags

Ref: BBT
For sealing Shaw's previous style Envopak folding ballot box (with a white base, now discontinued).
Light green
Serially numbered, supplied in 100s



Tamper evident self-adhesive small security seals

Ref: BBSV2
Black seals featuring a tamper-evident surface that leaves a "VOID" pattern on the label when the label is lifted. Tear-off tab with copy of serial number for recording purposes. This security seal is ideal for preventing undetected access to any type of ballot box. Cannot be removed or switched to another piece of equipment without detection.
50mm x 90mm + 10mm tab
Serially numbered, supplied in 100s



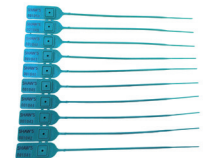
Tamper evident self-adhesive large security seals

Ref: BBSV3
Black seals featuring a tamper-evident surface that leaves a "VOID" pattern on the label when the label is lifted. Tear-off tab with copy of serial number for recording purposes. This security seal is ideal for preventing undetected access to any type of ballot box. Cannot be removed or switched to another piece of equipment without detection.
45mm x 175mm + tab
Serially numbered, supplied in 100s



Traditional ballot box seal

Traditional plastic pull-secure seals
Serially numbered, supplied in 100s
Ref: BBSS1
170mm tail length, green



Ref: BBSM
260mm tail length, yellow

Ref: BBSSX
180mm tail length, orange
Tug-tight version of BBSS1 security seal which can be removed with security seal cutters (see previous page)



Arrow-lock ballot box seal "Linpac"

Ref: BBS2
White. Serially numbered, supplied in 500s



Metal padlock

Ref: MPL10
With three keys, for ballot box
Supplied in 10s



Keyless padlock

Ref: KPL11
Traditionally used with metal ballot boxes
Supplied in 10s



Plastic seals for keyless padlock

Ref: KPL21
Serially numbered, supplied in 100s



Button wallet seals

Ref: SECSL3W
Seals for SECWT3 and SECWT4 secure wallets.
Serially numbered, supplied in 500s



Also available in:
Ref: SECSL3O Orange
Ref: SECSL3Y Yellow

Arrow-lock wallet seals

Ref: SECSL
Plastic seals for old style secure wallet (SECWT).
Serially numbered, supplied in 100s



Bag seal

Ref: BBSL
Traditional plastic pull secure seal
400mm tail length, white
Serially numbered supplied in 100s



COVID-19 SECURE ELECTIONS

Polling Booths

VotePod® wipe-clean polling booth / Freestanding sanitisation station

Ref: VP01 (Standard mode)

Ref: VP02 (Accessibility mode)

The Shaw's VotePod® comes into its own in a post COVID-19 world. Not only is it an ingenious, compact, adaptable, portable and affordable voting booth which can be easily lifted and assembled by a single person, VotePod® also:

- Is a freestanding single voting booth, which can be easily configured to the appropriate social distancing requirement.
- Comprises a steel frame and wraparound vinyl privacy screen, both of which can be wiped clean easily to ensure a safe and hygienic environment.
- Is pharmaceutical industry approved as a freestanding sanitising or testing station – ideal for use at the polling station entrance for voters to use as a sanitisation station.

See pages 4-5 of the brochure for the full product description and suite of accessories.

Wipe-clean polling booth writing mat

Smart white PVC mat for use with wooden polling booths to create a modern writing area and to allow for wiping clean voting area between uses.

Ref: VSSWB for VSS single wooden voting screens

Ref: VSSDWB for VSSD disabled wooden voting screens



Signage

Wipe clean clear plastic wallet

With adhesive back, for displaying notices.

A4 – CPW1 (ideal for Shaw's Plastic Ballot Boxes)

A3 – CPW2

A5 – CPW3

Pavement sign

Ref: LE108SD

'Ecoflex' polling station pavement sign. This portable, long-life sign comprises an aluminium panel with a sturdy recycled PVC base.

The panel's flexibility allows the sign to withstand winds of over 70mph. Assembles in seconds, yet stores in a compact space.

Two-sided with arrows.

Panel size 685mm x 460mm

Hazard warning tape

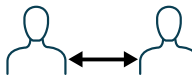
Ref: EST028

Diagonally striped durable self-adhesive PVC warning tape

Suitable for floor and hazard marking, and for marking appropriate social distance

Supplied in rolls of 33m lengths

ATTENTION



PLEASE MAINTAIN SOCIAL DISTANCING



Signage continued

Polling station safety signage kit

Ref: ECS001

A single kit comprising signage to make a polling station Covid-19 secure.

The pack contains :

2 x PLEASE MAINTAIN SOCIAL DISTANCING (ECS002)

2 x ONE WAY SYSTEM IN OPERATION (ECS003)

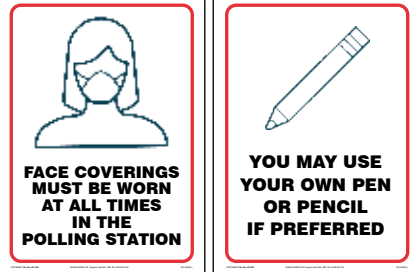
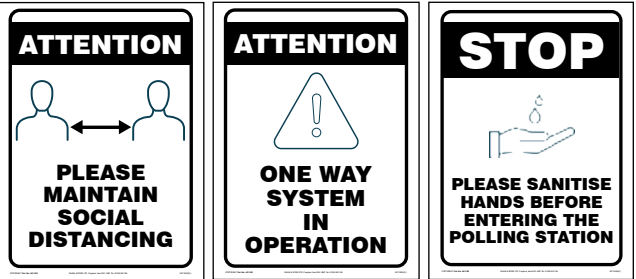
2 x PLEASE SANITISE HANDS BEFORE ENTERING THE POLLING STATION (ECS004)

2 x FACE COVERINGS MUST BE WORN AT ALL TIMES IN THE POLLING STATION (ECS005)

2 x YOU MAY USE YOUR OWN PEN OR PENCIL (ECS006)

Contents may differ slightly from illustration.

Posters available to order separately (supplied in 10s)



Count venue safety signage kit

Ref: ECS011

A single kit comprising signage to make a count venue Covid-19 secure.

The pack contains :

2 x PLEASE MAINTAIN SOCIAL DISTANCING (ECS002)

2 x ONE WAY SYSTEM IN OPERATION (ECS003)

2 x PLEASE SANITISE HANDS BEFORE ENTERING THE COUNT (ECS012)

2 x FACE COVERINGS MUST BE WORN AT ALL TIMES IN THE COUNT VENUE (ECS013)

Contents may differ slightly from illustration.

Posters available to order separately (supplied in 10s)



Circular floor stickers

Circular social distancing floor stickers and directional floor graphics. Removable floor stickers for hard floors and short pile carpet tiles. Anti-slip.

300mm diameter

Ref: ECS033 (Safe distance)

Ref: ECS034 (One way system)

Ref: ECS035 (Stand here to queue)



Paper signs

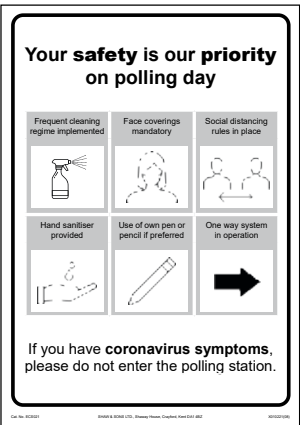
ECS021 YOUR SAFETY IS OUR PRIORITY, A3

ECS022 STOP! IF YOU ARE EXPERIENCING ANY SYMPTOMS OF COVID-19, PLEASE DO NOT ENTER THE POLLING STATION, A4

ECS023 PLEASE SELECT YOUR BALLOT PENCIL HERE AND DISCARD WHERE DIRECTED UPON EXIT, A4

ECS024 PLEASE DISCARD YOUR USED PENCILS HERE, A4

ECS025 NO ENTRY, A4



Bilingual versions of all of the above signs are available. The product references are the same but are suffixed 'BL'.

Personal Protective Equipment (PPE)

Face shields

Ref: EST030

Designed for whole face protection from any droplet, etc, this safety face shield has a unique non-intrusive wrap-around design which provides protection from all sides and unrestricted visibility.

Suitable for use with spectacles and comfortable to wear for long periods. Supplied flat.



3 ply blue face masks

Ref: EST023

Disposable filter 3 ply comfortable and breathable masks
Supplied in 5s



Hand sanitiser 500ml

Ref: EST029

500ml bottle of hand sanitiser, ideal for use by voters at entrances to polling stations
70% alcohol content
Conforms to EN1276 and EN1500



Hand sanitiser 50ml

Ref: EST022

50ml bottle of hand sanitiser, ideal for personal use by staff in polling stations and count venues
70% alcohol content
Conforms to EN1276 and EN1500



Disinfectant wipes

Ref: EST020

Pack of extra strong antibacterial wipes
50 wipes per pack
Quickly kills 99.9% of bacteria



Gloves

Ref: EST025

Large clear vinyl powder free latex free gloves
Supplied in 10s (5 pairs)



Hand sanitiser station

Ref: ECS050

Manufactured from corrugated cardboard, this durable yet lightweight sanitising unit is easy to manoeuvre and ideal for the temporary requirements of a polling station.
Minimum order 10

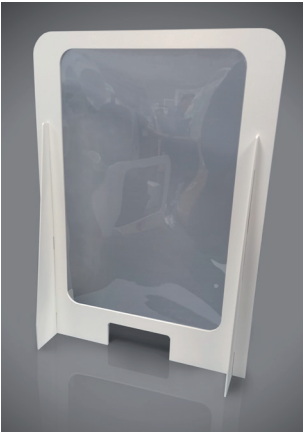


Table top sneeze screen with aperture

Ideal for protecting staff at the polling station and the count.
Intended for table top use. Supplied flat packed.
Size: 1100mm high x 800mm wide.
Visible area: 900mm high x 600mm wide.

Ref: ECS041 for foam PVC sneeze screen (left)

Ref: ECS042 for cardboard sneeze screen (right)



Two-piece sneeze screen with aperture

These temporary and affordable screens will prove ideal for protecting staff at the polling station or the count.
Intended for table top use, the desk screen connects to the floor standing piece, and is height adjustable, in case the tables are not all the same height.
Supplied as 2 pieces with connecting rivets.
Minimum order of 10 units

Ref: ECS043 for foam PVC sneeze screen

Ref: ECS044 for cardboard sneeze screen



Personal Protective Equipment (PPE) continued

Canvassers' personal protective equipment kit

Ideal for protecting the safety of doorstep canvassers and those they are canvassing.

The pack contains one week's supply of gloves and face masks (supplied in a resealable bar grip bag for safe keeping), handy tissues and antibacterial hand gel, all packaged in an easily distributable outer bag.

Contents may differ slightly from illustration.

Ref: ESPPE1

As described above.

Ref: ESPPE2 (as pictured)

As described above, plus 5 individually wrapped screen wipes and a rubberised stylus pen for use when wearing gloves but using tablets loaded with the MCA.



Miscellaneous

Ballot pencils without cap

Ref: BAP200

Supplied without rubber cap
Supplied in 100s



Plastic sack

Ref: BPS100 (blue)

Ref: YPS100 (yellow)

Ref: RPS100 (red)

860mm x 736mm with 457mm gusset (40 micron)
Ideal for disposal of used PPE
Supplied in 100s



Door stoppers

Ref: EST032

Ideal to keep doors open to minimise touching of handles and maximise ventilation.

Supplied in packs of 5.



Antimicrobial secure wallet

Ref: SECWT3

Black PVC tamper-evident wallet for postal ballot papers handed in at the polling station
355 x 495mm
See page 20 for Button Wallet Seals.



Antimicrobial clear secure wallet

Ref: SECWT4

Clear, nylon reinforced PVC tamper-evident wallet for transportation or storage of documents where it is helpful to be able to view the contents held within.

Will not burst or tear.

Can be reused over and over with our security seals fastened over the zip puller. See page 20 for Button Wallet Seals.

355 x 495mm



Antimicrobial secure holdall

Ref: SECWT6

Size: 584mm x 406mm x 254mm

Heavy duty PVC holdall with carry handles and secure tamper evident zip closure for multiple electoral purposes
Specially designed for storing documents in a tamper evident manner. It is ideal for transporting secure documents and equipment to and from the polling station.

The holdall's antimicrobial material protects with an antibacterial technology that actively reduces bacteria on the surfaces within 1 hour.

Supplied with an initial 10 security seals.

Further seals are available for purchase separately.
See page 20 for Button Wallet Seals.



Hazard warning tape

Ref: EST028

Diagonally striped durable self-adhesive PVC warning tape

Suitable for floor and hazard marking, and for marking appropriate social distance
Supplied in rolls of 33m lengths



SIGNAGE

Pavement sign

Ref: LE108

'Ecoflex' polling station pavement sign. This portable, long-life sign comprises an aluminium panel with a sturdy recycled PVC base. The panel's flexibility allows the sign to withstand winds of over 70mph. Assembles in seconds, yet stores in a compact space. Two-sided with arrows.

Panel size 685mm x 460mm

These signs are available with bespoke wording, e.g. a local authority's name and logo.



Ref: LE108BL



Ref: LE108SC



Bespoke examples:



Rigid Correx (lightweight plastic) signs

LE104B POLLING STATION, 508mm x 680mm

LE105B DISABLED ACCESS, reversible, 156mm x 720mm

LE117B DISABLED PARKING ONLY, A3

LE100B WAY IN, reversible,* 127mm x 570mm

LE101B WAY OUT, reversible, 127mm x 570mm

LE102B POLLING STATION, 127mm x 720mm



Banners

PVC banners with brass eyelets:

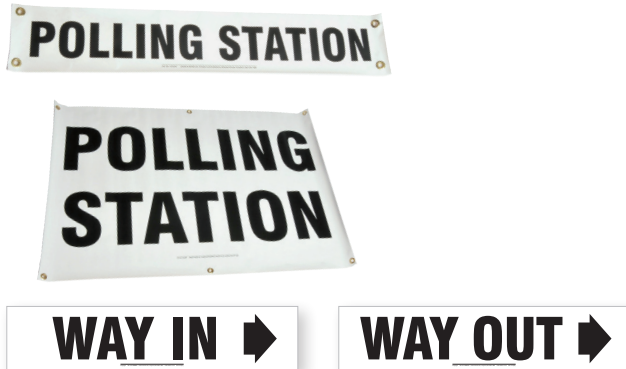
LE102A POLLING STATION, 127mm x 720mm

LE104A POLLING STATION, 625mm x 915mm

LE100A WAY IN, reversible,* 127mm x 570mm

LE101A WAY OUT, reversible,* 127mm x 570mm

*One side of the banner has the arrow pointing to the left and the other side has the arrow pointing to the right.



Cable ties

Ref: KPL01

Ideal for attaching signs to fences, posts, etc.

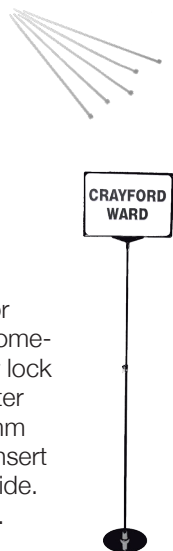
Nylon, 295mm long

Supplied in 100s

Floor sign

Ref: LE118M

Lightweight adjustable multi-purpose floor standing sign holder for internal use. Chrome-plated metal telescopic pole, plastic lever lock and black plastic T-piece. 240mm diameter steel base. Extends from 800mm–1550mm high. With black plastic frame with card insert to take an A3 printed paper sheet each side. Frame can be used landscape or portrait.



Signage continued

Multi-purpose freestanding sign holder

Ref: LE132

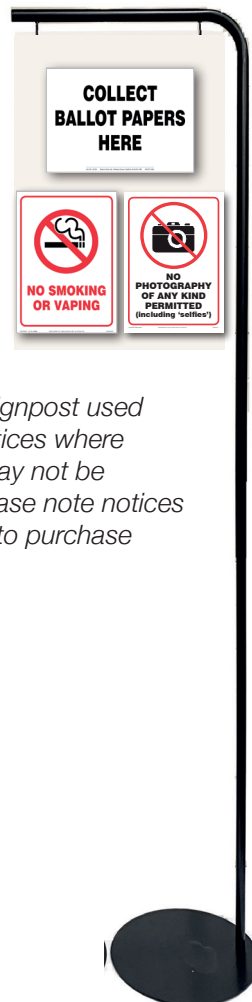
Our new freestanding sign holder can be used for multiple electoral purposes: at the count (for indicating ward) or at the polling station where noticeboards are not available (e.g. for generic signage such as 'Polling Station Entrance' or 'Hand Sanitisation Station', signage to request voters have their ID ready, or for displaying polling station notices).

Multi-purpose freestanding sign holder:

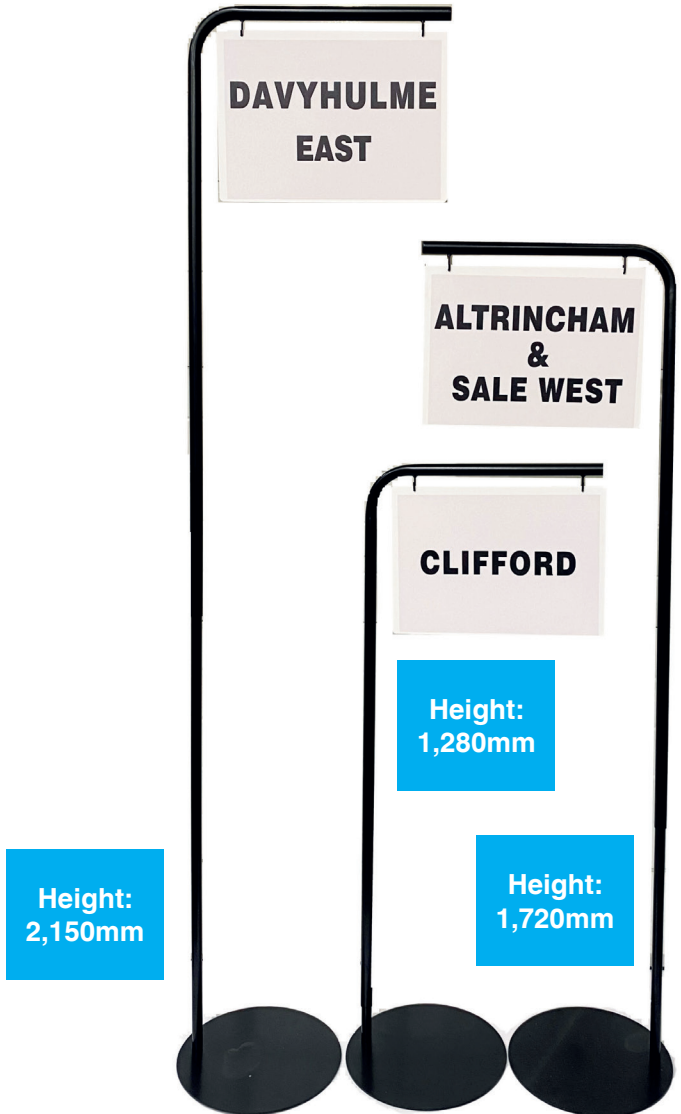
- Is suitable for multiple electoral purposes
- Offers multiple height settings (3)
- Offers multiple choices for customisation

Suitable for internal use, this sign holder is robust, long-life and portable. It has three easily adjustable height settings (1,280mm (below eye level), 1,720mm (head height) and 2,150mm (overhead hanging height)) which renders it ideal for a number of electoral signage purposes, has a sturdy base, and is supplied with a hanging board manufactured from a HIPs plastic material. The hanging board itself is available in a choice of size format – oversized A3 or A2 (in portrait only) – and can be supplied plain (to allow multiple use options using our associated accessories) or pre-printed to order (price on application and subject to quantity).

Full details available on separate order form.



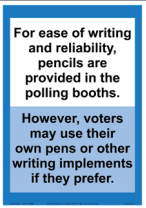
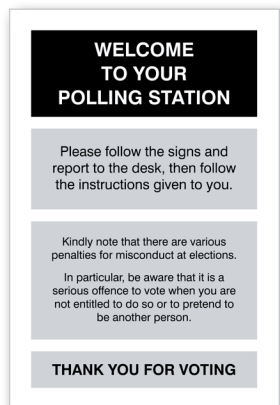
Example of signpost used to display notices where wall space may not be available. Please note notices are available to purchase separately.



Signage continued

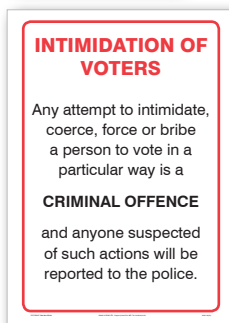
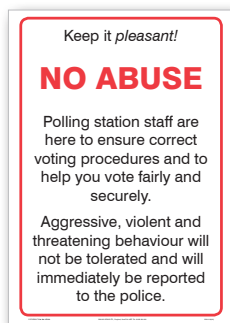
Paper signs

- LE104** POLLING STATION, 450mm x 640mm
LE102 POLLING STATION, 125mm x 640mm
LE100X Arrowheads, in strips of five
LE109 OPENING TIMES, A3
LE103 COLLECT BALLOT PAPERS HERE, A4
LE10 WELCOME TO YOUR POLLING STATION, A2
LE100 WAY IN, 125mm x 640mm
LE101 WAY OUT, 125mm x 640mm
LE105 DISABLED ACCESS, 180mm x 640mm
LE107 PLEASE SWITCH OFF MOBILE PHONES, A4, red and black
LE99 YOU MAY USE YOUR OWN PEN, A4, blue and black
LE116S NO PHOTOGRAPHY INCLUDING SELFIES, A4, red and black
LE106V NO SMOKING OR VAPING, A4, red and black



Paper signs (not included in sundries packs)

- LE98** NO DOGS ALLOWED, A4, red and black
LE122 NO ABUSE, A3, red and black
LE123 INTIMIDATION OF VOTERS, A3, red and black
LE106 NO SMOKING, A4, red and black
LE100Y Arrowheads, in strips of five on adhesive backing



BESPOKE SIGNAGE

Please note that we are able to quote on other types of signage, not limited to those shown here.

We have produced bespoke signage for many authorities, including overhead ward signage and new panels for existing sign holders.

(Except for the largest ones, paper signs are supplied in 10s)

Bilingual Welsh / English Signs

All the above signs, except LE100A, LE101A and LE105B, are available in bilingual Welsh/English format. The product references are the same but suffixed "BL".

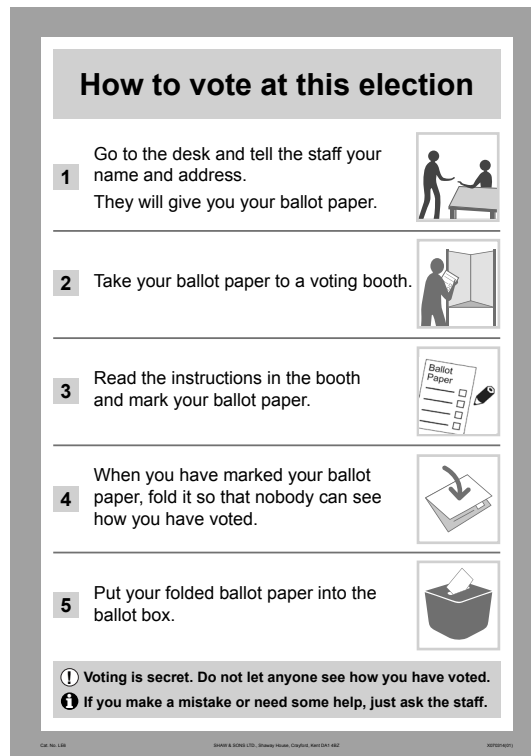


Signage continued

Prescribed posters

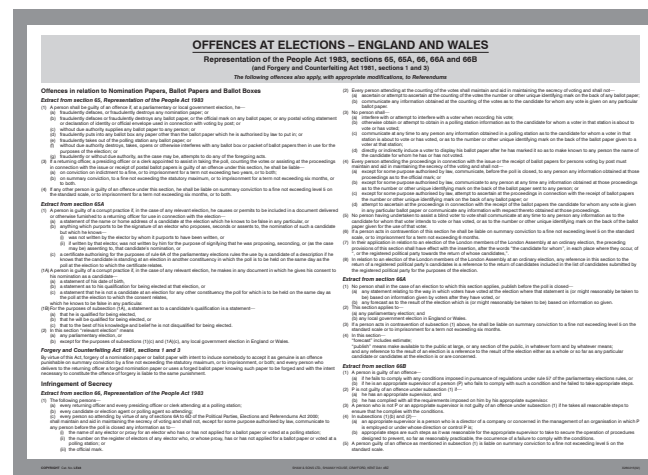
Order codes below are for English local government elections (applicable for most types of elections).

- LE6** GUIDANCE TO VOTERS, A2
LE7 VOTING COMPARTMENT NOTICE, A3
(Please see separate order form for posters which are tailored to different election types and combinations.)
LE8 CORRUPT AND ILLEGAL PRACTICES, A2
LE14 WARNING TO VOTERS, A3
LE43 OFFENCES AT ELECTIONS – ENGLAND AND WALES, A2



Vote ONLY ONCE by putting a cross [X] in the box next to your choice.

PUT NO OTHER MARK ON THE BALLOT PAPER OR YOUR VOTE MAY NOT COUNT.



OTHER POLLING STATION EQUIPMENT

High-visibility vest for polling station staff
 Printed with **POLLING STATION STAFF** on the back.
 Note that larger sizes should be ordered if vests are to be worn over a coat, etc.



- EVPS** Small (36" to 38" chest)
- EVPM** Medium (39" to 41" chest)
- EVPL** Large (42" to 44" chest)
- EVPXL** X Large (45" to 48" chest)
- EVPXXL** XX Large (49" to 52" chest)
- EVPXXXL** XXX Large (53" to 57" chest)

These vests can be customised with an authority name on the back and/or logo on the front (min. order 10 vests). Any other wording is also available to special order, e.g.:

ELECTION STAFF
DEMOCRATIC SERVICES TEAM
ELECTORAL REGISTRATION
VOTER REGISTRATION

Some examples of bespoke vests are shown below.



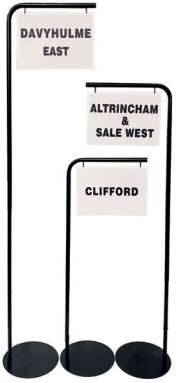
Floor sign

Ref: LE118M
 Lightweight adjustable multi-purpose floor standing sign holder for internal use. Chrome-plated metal telescopic pole, plastic lever lock and black plastic T-piece. 240mm diameter steel base. Extends from 800mm–1550mm high. With black plastic frame with card insert to take an A3 printed paper sheet each side. Frame can be used landscape or portrait.



Multi-purpose freestanding sign holder

Ref: LE132
 Our new freestanding sign holder can be used for multiple electoral purposes: at the polling station where noticeboards are not conveniently positioned (e.g. for generic signage such as 'Polling Station Entrance', signage to request voters have their ID ready, or for displaying polling station notices) as well as at the count (e.g. for indicating ward).
 See page 15 for more information.
 Full details available on separate order form.



Wheeled and lidded storage container

Ref: SBBT5
 Large wheeled and lidded storage container/cart. Rigid clip-on lid. Two large rubber-coated wheels allow the box to be pulled along easily by lifting the other end. Nests when empty and stacks when full. Can be sealed with two standard ballot box seals (/ BBSM). Black with grey lid.
 Size 80cm long x 39cm wide x 40cm high (66/29/34cm internal). 90 litres capacity



Collapsible "boot cart" trolley

Ref: SBBT2
 A multi-purpose trolley ideal for carrying election supplies. This lightweight and durable plastic trolley folds into an easy-to-carry compact case. Unfolds in seconds. Reinforced base, clip-on side supports for extra strength, telescopic aluminium handle with contoured grip and rubber tyres.
 Size open 83.3cm high x 39.2cm wide x 33.5cm deep; folded 41.2cm x 40.1cm x 8.5cm.
 Weight 2.2kg.
 Carries up to 25kg
 Black and yellow



Other Polling Station Equipment continued

Polling station First Aid kit

Ref: EFAK
 A compact kit containing useful items for minor injuries, including paper cuts. This low-cost kit is ideal for polling stations and counts.
 Contents*:
 2 alcohol prep pads
 2 sterile pad
 8 plasters
 1 pair of gloves
 1 bandage
 1 pair of scissors
 3 safety pins
 20 cotton swabs
 – all in a nylon pouch



* Note that appearance and contents may vary slightly from those shown

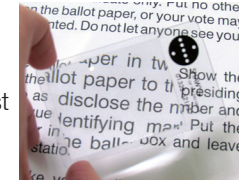
Ballot pencils

Supplied in 100s
Ref: BAP200
 Supplied without rubber cap.
Ref: BAP100
 With holed rubber cap for attachment to voting screen



Ballot paper magnifier

Ref: MAG1
 Credit card sized magnifier to assist persons with impaired vision



Presiding Officer's carry case

Ref: EB2
 This useful bag features an adjustable shoulder strap, pen and business card holders and a zipped front pocket
 42cm x 34cm x 8cm
 Bags can be screen printed on the front flap with customer's own wording and logos, subject to a minimum order of 50



Clipboard

Ref: EST003
 Blue durable plastic clipboard for holding A4 documents
 Pen holder space in clip
 Ruler markings down both long edges



Permanent marker

Ref: EST004
 Can be used on most surfaces including plastic, wood, card and metal
 Waterproof, smearproof and weather-resistant
 Quick-drying, low odour ink
 Bullet tip 2mm line width, black ink



Identity badge holder

Ref: ID50
 Plastic holder with metal clip.
 Supplied in 10s



Lanyard

Ref: IDLAN1
 Black lanyard with crocodile clip and safety release, suitable for use with ID50 badge holder
 Supplied in 10s

Card inserts

Ref: ID51 (Supplied free with ID50)
 POLL CLERK (ID51C); PRESIDING OFFICER (ID51P); SENIOR PRESIDING OFFICER (ID51S); RETURNING OFFICER (ID51R); ACTING RETURNING OFFICER (ID51AR); DEPUTY RETURNING OFFICER (ID51DR)
 Bespoke card inserts are available on request

Correction tape roller

Ref: EST001
 No mess correction tape roller
 4.2mm wide x 8.5m long



Pencil eraser

Ref: EST002
 Paper-sleeved, erases pencil marks without damaging the paper or leaving any trace
 60mm x 21mm x 12mm



Highlighters

Ref: EST005
 Assorted wallet with one each of green, orange, pink, yellow
 1.5mm line width



Writing aids

Ref: EST006
 Writing aids for less dextrous voters
 Fits standard pens and pencils
 Supplied in 10s



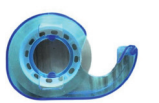
Disinfectant wipes

Ref: EST020
 Pack of extra strong antibacterial wipes
 50 wipes per pack
 Quickly kills 99.9% of bacteria



Tape dispenser set

Ref: EAT2
 Size: 75mm x 50mm x 14mm
 Tape: Approx. 20m long



Post-It index notes

Ref: ES2
 Repositionable sticky index notes, yellow
 50 flags per pack
 Supplied in packs of 2



WALLETS AND SACKS

Secure wallet

Ref: SECWT3
Black PVC tamper-evident wallet for postal ballot papers handed in at polling station
Can be reused over and over with our security seals fastened over the zip puller.
355 x 495mm



Clear secure wallet

Ref: SECWT4
Clear, nylon reinforced PVC tamper-evident wallet for transportation or storage of documents where it is helpful to be able to view the contents held within.
Will not burst or tear.
Can be reused over and over with our security seals fastened over the zip puller.
355 x 495mm



Button wallet seals

Ref: SECSL3W
Seals for SECWT3 and SECWT4 secure wallets.
Serially numbered, supplied in 500s



Also available in:
Ref: SECSL3O Orange
Ref: SECSL3Y Yellow

Arrow-lock wallet seals

Ref: SECSL
Plastic seals for old style secure wallet (SECWT). Orange. Serially numbered, supplied in 100s



Insert cards

Ref: SECWTLAB
Insert cards for secure wallets.
58mm x 112mm
Supplied in 100s



Paper sacks

Ref: PS200
For storage/transmission of documents. Strong brown paper (2-ply craft paper) sacks with reinforced sewn bottom
960mm x 580mm x 140mm
Supplied in 100s



PS200, PS201, PS202

Sack labels

Ref: PS201
Tie-on labels for above paper sacks
Supplied in 100s

Sack seals

Ref: PS202
Metal seals for above sacks
Supplied in 100s

Clear plastic wallet

With adhesive back, for displaying notices.
A4 – **Ref: CPW1** (Ideal for labelling Shaw's ballot boxes)
A3 – **Ref: CPW2**
A5 – **Ref: CPW3**



Clear plastic sack

Supplied in 100s
Ref: CPS100
860mm x 736mm with 457mm gusset (40 micron)
Ref: CPS250
1143mm x 914mm with 508mm gusset (55 micron)



GPS100, CPS250, OPS100, CPS100

Plastic sacks

860mm x 736mm with 457mm gusset (40 micron)
Supplied in 100s
Ref: OPS100 Black
Ref: GPS100 Green
Ref: BPS100 Blue
Ref: YPS100 Yellow
Ref: RPS100 Red



YPS100, BPS100, RPS100

Polythene bag

Ref: PB100
Small, self-seal polythene bag
230mm x 305mm
Supplied in 100s
Other sizes available. Enquire for details.

Bag seal

Ref: BBSL
Traditional plastic pull secure seal
400mm tail length, white
Serially numbered
supplied in 100s



EQUIPMENT FOR THE CANVASS

Canvasser's/Presiding Officer's carry case

Ref: EB2
This useful bag features an adjustable shoulder strap, pen and business card holders and a zipped front pocket.
42cm x 34cm x 8cm
Bags can be screen printed on the front flap with customer's own wording and logos, subject to a minimum order of 50.



Canvasser's high-visibility vest

Printed with **LOCAL AUTHORITY ELECTORAL REGISTRATION** on the back.
Note that larger sizes should be ordered if vests are to be worn over a coat, etc.



EVS	Small (36" to 38" chest)
EVM	Medium (39" to 41" chest)
EVL	Large (42" to 44" chest)
EVXL	X Large (45" to 48" chest)
EVXXL	XX Large (49" to 52" chest)
EVXXXL	XXX Large (53" to 57" chest)

These vests can be customised with an individual authority name on the back and/or logo on the front. Alternative wording is also available on request. (Minimum order 10 vests.)



Canvassers' personal protective equipment kit

Ideal for protecting the safety of doorstep canvassers and those they are canvassing.

The pack contains one week's supply of gloves and face masks (supplied in a resealable bar grip bag for safe keeping), handy tissues and antibacterial hand gel, all packaged in an easily distributable outer bag.



Contents may differ slightly from illustration.

Ref: ESPPE1

As described above.

Ref: ESPPE2 (as pictured)

As described above, plus 5 individually wrapped screen wipes and a rubberised stylus pen for use when wearing gloves but using tablets loaded with the MCA.

Canvasser's personal alarms

Very loud alarms with pull pin activation. Police approved. Batteries included

Metallic mini key ring torch alarm – Ref: EA1

Key ring style with bright torch
40mm x 60mm x 12mm



Minder personal attack alarm – Ref: EA2

Separate panic button. Belt clip
60mm x 70mm x 20mm



28 LED aluminium torch

Ref: EL5

A strong black aluminium torch that gives out a very bright light, thanks to its 28 LED bulbs. Wrist strap. Supplied with 3 'AAA' batteries
Length 130mm, reflector diameter 25mm



Compact aluminium torch

Ref: EL4

Attractive, bright and lightweight hand torch. Supplied with 3 'AAA' batteries
Length 90mm, reflector diameter 24mm



Additional AAA alkaline batteries

Ref: ELAAA

Supplied in packs of 3. For use with Shaw's torches and 24 LED polling booth lights (EL6) (p5).

EQUIPMENT FOR THE COUNT

Counting station sundries pack

Ref: SSPSP01

A pack that contains all the stationery equipment required at the count. Packs can be tailor-made to individual requirements on request.

- 50 x 50mm foldback clips
- 200 x 19mm foldback clips
- 1 x pocket calculator
- 2 x 12" rulers
- 2 x pairs of scissors
- 8 x HB pencils
- 2 x pencil sharpeners
- 2 x erasers
- 1lb (450g) assorted elastic bands
- 12 x rubber thimblettes (6 small, 6 medium)
- 2 x rolls of clear adhesive tape 33m x 19mm



High-visibility vest for count staff

Vests can be customised with an authority name on the back and/or logo on the front (min. order 10 vests). Please contact us for a quote.

See page 18 for sizing information.

Bespoke vest examples:



Counting tray (large)

Ref: CTR2

Grey plastic stacking tray
600mm x 400mm x 110mm



Counting tray (small)

Ref: CTR1

Grey-blue plastic stacking and nesting tray
427mm x 312mm x 75mm



Note that other sizes of counting tray are available to special order.

Notices

A3 card signs

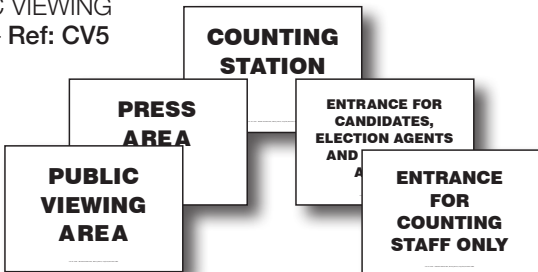
COUNTING STATION – Ref: CV1

ENTRANCE FOR CANDIDATES, ELECTION AGENTS AND COUNTING AGENTS – Ref: CV2

ENTRANCE FOR COUNTING STAFF ONLY – Ref: CV3

PRESS AREA – Ref: CV4

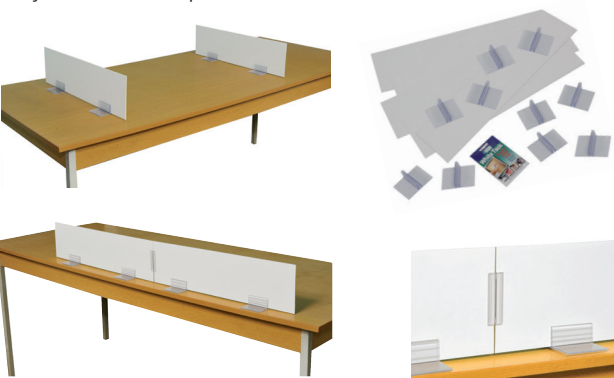
PUBLIC VIEWING AREA – Ref: CV5



Counting table divider set

Ref: EDEV1

Set of five counting table dividers, comprising five white plastic 'Foamex' boards 600 x 150 x 3mm, plus ten clear acrylic feet and a packet of Shaw's White Tack.



Joint piece

Ref: EDEV2

Clear acrylic joint piece for joining counting table dividers end to end. 76mm
Supplied in 5s

Count table sign

Ref: LE118M

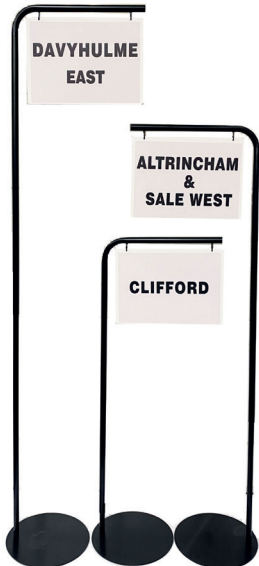
Lightweight sign holder for indicating ward, etc. Can be floor standing or placed on table. Chrome-plated metal telescopic pole, plastic lever lock and black plastic T-piece. 240mm diameter steel base. Extends from 800mm–1550mm high. With black plastic frame with card insert to take an A3 printed paper sheet each side. Frame can be used landscape or portrait.



Multi-purpose freestanding sign holder

Ref: LE132

Our new freestanding sign holder can be used for multiple electoral purposes: at the polling station where noticeboards are not conveniently positioned (e.g. for generic signage such as 'Polling Station Entrance', signage to request voters have their ID ready, or for displaying polling station notices) as well as at the count (e.g. for indicating ward). Suitable for internal use, this sign holder is robust, long-life and portable. It has three easily adjustable height settings (1,280mm, 1,720mm and 2,150mm), has a sturdy base, and is supplied with a hanging board manufactured from a HIPs plastic material. The hanging board itself is available in a choice of size format – oversized A3 or A2 (in portrait only) – and can be supplied plain (to allow multiple use options using our associated accessories or pre-printed to order (price on application and subject to quantity).



Equipment for the Count continued

Ballot Paper 'Grass Skirt' Sheets

For use at the count for elections where there is the option to vote for more than one candidate.

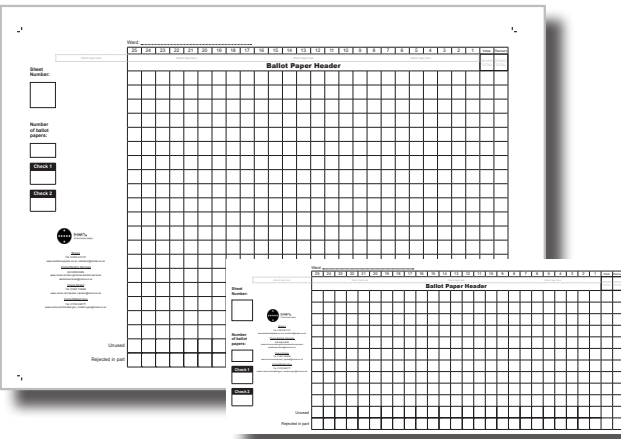
Ballot papers can be attached to the self-adhesive tape at the top of the sheet for an effective means of counting and verifying the number of votes for each candidate. Supplied in 50s.

Ref: LE121

Up to 19 candidates. Size: 870mm wide x 610mm high

Ref: LE121-10

Up to 10 candidates. Size: 870mm wide x 380mm high
Bespoke options are also available, enquire for details.



Counting sheets

Tally style counting sheets. Supplied in 10s

Ref: LE19

Max. 11 names, 524mm x 350mm

Ref: LE19X

Max. 22 names, 965mm x 350mm



Bespoke printing for the count

Our colleagues at CES offer a bespoke printing service for polling station and count stationery (e.g. ballot paper summary sheets). Please contact Danyelle Stockwell for more information at danyelle.stockwell@civica.co.uk.

Security seal cutters

Ref: BBSC

6" (150mm) cutters for safely removing ballot box seals, etc.



Envelope slitter

Ref: SLI1

Ideal for opening postal votes



Thimblettes

'Thimblette' rubber finger cones.

All sizes supplied in 10s

ETHXS Extra small, size 00, red

ETHS Small, size 0, green

ETHM Medium, size 1, blue

ETHL Large, size 2, yellow

ETHXL Extra large, size 3, orange



Stamps

The rubber stamps listed below are stock items. All are available as self-inking stamps (traditional stamps requiring an ink pad will be discontinued but are listed here while stocks last). **Other stamps with alternative wording are available to order – see page 27.**



REJECTED

Impression size 25mm x 4mm

Traditional rubber stamp – Ref: RSR

Self-inking rubber stamp with red ink – Ref: RSRM

REJECTED, with tick boxes for reasons (want of official mark, multiple vote, voter identified, unmarked or uncertain)

Impression size 57mm x 37mm

Traditional rubber stamp – Ref: RSRR

Self-inking rubber stamp with red ink – Ref: RSRRM

REJECTED IN PART

Impression size 70mm x 16mm

Traditional rubber stamp – Ref: RSRP

Self-inking rubber stamp with red ink – Ref: RSRPM

REJECTION OBJECTED TO

Impression size 48mm x 4mm

Traditional rubber stamp – Ref: RSRO

Self-inking rubber stamp with red ink – Ref: RSROM

PROVISIONALLY REJECTED

Impression size 44mm x 4mm

Traditional rubber stamp – Ref: RSPR

Self-inking rubber stamp with red ink – Ref: RSPRM

ALLOWED

Impression size 25mm x 4mm

Traditional rubber stamp – Ref: RSA

Self-inking rubber stamp with red ink – Ref: RSAM

I AM IN THE QUEUE

Impression size 36mm x 10mm

Traditional rubber stamp – Ref: RSQ1

Self-inking rubber stamp with red ink – Ref: RSQ2

Stamp pad

Ref: RSPAD-RD

Red ink pad for use with traditional rubber stamps
Size: 100mm x 60mm

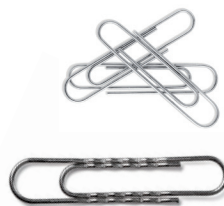
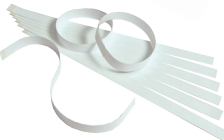
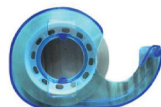
Equipment for the Count continued

Foldback clips**Ref: EBDC19**19mm foldback clip
Supplied in 10s**Ref: EBDC50**50mm foldback clip
Supplied in 10s**Elastic bands****Ref: ELAS19**Pack of No. 19 (89 x 1.5mm) elastic bands in resealable bag
Approx. 1,335 bands**Ref: ELAS36**Pack of No. 36 (127 x 3mm) elastic bands in resealable bag
Approx. 460 bands**Paper clips****Ref: EF1**

Box of 100 large plain paper clips, length 51mm

Ref: EF2

Box of 100 giant wavy paper clips, length 76mm

**Paper bands****Ref: LE111**Self-adhesive paper bands for holding counted ballot papers, length 500mm, width 25mm
Supplied in 100s**Sticky notes****Ref: ES1**Repositionable sticky notes, yellow, size 75 x 75mm
100 sheets per pad
Pack of 12 pads**Post-It index notes****Ref: ES2**Repositionable sticky index notes, yellow
50 flags per pack
Supplied in packs of 2**Tape dispenser set****Ref: EAT2**Size: 75mm x 50mm x 14mm
Tape: Approx. 20m long**Correction tape roller****Ref: EST001**No mess correction tape roller
4.2mm wide x 8.5m long**Card inserts for identity badge holder****Ref: ID52** (Supplied free with ID50 – see page 19)

COUNT SUPERVISOR (ID52S); COUNTING ASSISTANT (ID52A); CANDIDATE (ID52C); ELECTION AGENT (ID52EA); COUNTING AGENT (ID52CA); GUEST (ID52G); OBSERVER (ID52OB)

*Other wording available on request***Pencil eraser****Ref: EST002**Paper-sleeved, erases pencil marks without damaging the paper or leaving any trace
60mm x 21mm x 12mm**Highlighters****Ref: EST005**Assorted wallet with one each of green, orange, pink, yellow
1.5mm line width**Disinfectant wipes****Ref: EST020**Pack of extra strong antibacterial wipes
50 wipes per pack
Quickly kills 99.9% of bacteria**Permanent marker****Ref: EST004**

Can be used on most surfaces including plastic, wood, card and metal

Waterproof, smearproof and weather-resistant

Quick-drying, low odour ink

Bullet tip 2mm line width, black ink

**Clipboard****Ref: EST003**

Blue durable plastic clipboard for holding A4 documents

Pen holder space in clip

Ruler markings down both long edges

**BESPOKE COUNT SIGNAGE**

Please note that we are able to quote on bespoke signage relevant to the count.

We have produced bespoke signage for many authorities, including overhead ward signage and new panels for existing sign holders.

ACCESSIBILITY & INCLUSIVITY EQUIPMENT

Local authorities have to take proactive steps to ensure that polling stations do not disadvantage disabled people.

Accessibility VotePod®**Ref: VP02**

The Shaw's Accessibility VotePod has a trapezium shaped writing surface shelf to enable use of Shaw's VotePod® for disabled voters. Creates an opening width of 800mm when outer legs are adjusted as necessary to fit trapezium shelf. The shelf fits to lower shelf level for maximum accessibility.

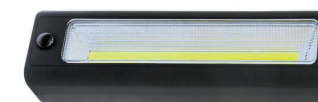
**Single voting screen for disabled voters****Ref: VSSD**Wider and with lower shelf for easy access
H1870mm x W860mm x D635mm. W: 14KG**Combined single/disabled voting screen****Ref: VSC**H1870mm x W1500mm x D635mm. W: 24KG
Dual purpose standard and accessibility booth**Polling booth lights**

Ensure maximum visibility in poorly lit areas for visually impaired voters. See page 5 for full details.

Ref: EL624 LED lamp with hook and magnet
70mm**Ref: EL7**

High performance COB LED lamp with hook and magnet

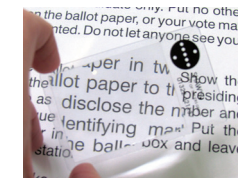
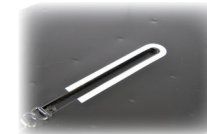
218 x 60 x 34mm

**Writing aids****Ref: EST006**

Writing aids for arthritic / less dextrous voters

Fits standard pens and pencils
Supplied in 10s**Ballot paper magnifier****Ref: MAG1**

Credit card sized magnifier to assist persons with impaired vision

**Slot highlighters****Ref: SLH2**White self-adhesive strips to highlight the slot on Shaw's plastic ballot boxes (SBBP and SBBPL) for voters with poor vision
Supplied in 100s**Ref: SLH1**White self-adhesive strip to highlight the slot on traditional metal ballot boxes for voters with poor vision
Supplied in 10s**Signage****LE105** DISABLED ACCESS, 180mm x 640mm (paper)**LE105B** DISABLED ACCESS, reversible, 156mm x 720mm (Rigid Correx (lightweight plastic))**LE117B** DISABLED PARKING ONLY, A3 (Rigid Correx (lightweight plastic))**Large print ballot papers**

Our colleagues at Civica Election Services are able to supply large print ballot papers for all types of election. Call 020 8865 8909 for more information.

TACTILE VOTING DEVICES

We regret that we are unable to supply Tactile Voting Devices.

Current electoral legislation prescribes the design of the TVD (as patented by the manufacturer); as such, we cannot design an alternative product for the purpose.

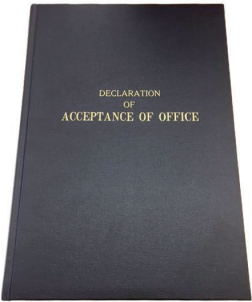
REGISTER BOOKS

Declaration of Acceptance of Office

Ref: LE40/2 (English) or
Ref: EW40/2BL (Welsh)

Full case bound black book cloth
200 pages
Three letter front index

Bespoke versions available, please enquire for details.

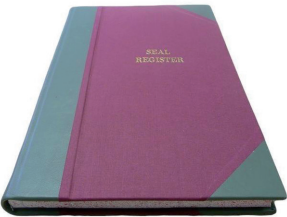


Seal Register

Ref: DC12C

Half bound in burgundy bookcloth with sage green leather corners and spine.
Two letter indexed with gold blocking to face.
Page size: 335mm x 210mm
Book of 100 double page spreads

Bespoke versions available, please enquire for details.



Binding service for securing loose documents such as your Register of Electors, Council Minutes etc.

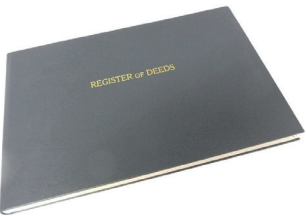
You may be surprised to learn that Shaw & Sons provide local authorities and other organisations with a secure system for the binding of meeting minutes and other important records.

For convenient long-term storage of loose documentation (such as your **Register of Electors**), we are able to fasten individual papers into book format and bind them into a hard-back case.

Our prices start from just £118.00 plus VAT for a single volume, full case-bound in a choice of coloured book cloth, including foil blocking of your council's details on the face and/or spine.

Please note:

- The maximum spine width of papers per volume can be no greater than 65mm. Spine widths greater than this value will need to be split into multiple volumes.
- Loose papers must be supplied in the order in which they are to be bound.
- Papers must be supplied without staples or paperclips.
- Each bundle of papers must be securely packed for transport in the sets to be bound.
- Each bundle must have a front sheet detailing the required bookcloth colour and the desired wording to be foiled on either the front or spine.
- Please note that the cost to collect one or two parcels is an additional £18.00 + VAT.



Extensive range of bound register books.

Over the years, Shaw's have created a phenomenal selection of registers and records for – amongst others – local authorities, worshipful companies, professional organisations and funeral homes.

Bespoke book design and manufacture service.

We create bespoke books and registers made to the exact requirements of individual customers – from initial concept request to the design of page layouts. Books we have created for our customers include: Birth Registers, Rolls of Honorary Freedom, Parlour Books, Condolence Books, Mayor's Appeal Fund Registers, Visitors Books, Ecclesiastical Registers and Citizenship Registers.



SPECIAL ORDER AND BESPOKE ITEMS

Shaw's product offering is not limited to the stock items described in this catalogue. We can supply and customise many additional items to special order. Below are some examples but we are always happy to try to source other equipment according to specific requirements. Please contact us with details for a quote.

Notices, signs and posters

'Ecoflex' pavement signs

Our pavement sign (see page 14) may be adapted to suit individual requirements and/or customised with an authority's name and logo.

Laminated signs and posters

We can produce laminated versions of any of our stock paper signs (detailed on page 16) on any standard paper size (A4, A3, A2, etc.).

We can also customise signs and posters with your choice of wording, e.g. PARKING FOR VOTERS; POLLING STATION OPEN.

Foamex rigid plastic signs

We can produce any of our stock paper signs on a rigid plastic material, 'Foamex', for increased durability.



Rubber stamps

Further to our range of stock stamps detailed on page 27, we can also make to order stamps with your own choice of wording. Examples of stamps we have produced for some local authorities are:

VOTING FOR MORE ANSWERS THAN THE VOTER WAS ENTITLED TO
REJECTED: DATE OF BIRTH MISMATCH

Made to order stamps are available in traditional rubber stamp style or self-inking.

Counting trays

In addition to our two stock sizes of counting tray detailed on page 22, we can also source other sizes to order.

High-visibility vests

High-visibility vests can be printed with any wording and logos. Examples of bespoke worded high-visibility vests we have produced for local authorities are:

DEMOCRATIC SERVICES TEAM

VOTER REGISTRATION

CLEANING SUPERVISOR

ELECTION STAFF

COUNT STAFF

TABLE SUPERVISOR

ELECTORAL SERVICES TEAM

REMEMBER – JUST BECAUSE IT'S NOT IN THE CATALOGUE
DOESN'T MEAN WE CAN'T SUPPLY IT!

As a Civica Group company, Shaw's works seamlessly with colleagues from across our Democracy and Engagement division to provide a comprehensive range of services, including election management from Civica Election Services and Xpress electoral software, helping electoral administration teams to deliver democratic services and meet their goals.

Civica Election Services

The UK's leading independent provider of end-to-end ballot, election and voting services.

Services include:

- Poll Card, postal pack and ballot paper printing
- Canvass communications – including email distribution, printing and multi-channel automated response options, making it easy for your electorate to reply to Canvass Forms online or via telephone and SMS.
- Xpress Print – managed ad hoc print and mail services
- Absent Vote Signature Refresh services – Print and Scan
- Business Improvement District Ballots

Xpress

The leading solution for electoral management software.

Services include:

- **Xpress Register** – for all your electoral registration needs, including the annual canvass.
- **Xpress Management** – the election management system of choice for over 70% of Local Authorities in England and Wales.
- **Mobile Canvasser App** – transform your annual canvass. Work faster, smarter and more securely, capturing and syncing data seamlessly with the electoral register.
- **WebReg** – enable your customer contact centres to manage day to day enquiries, with secure web-based access to your electoral register.
- **Xpress Maps** – digitises, simplifies and improves the efficiency of local authority ward, polling district and Community Governance Reviews.



HOW ELSE CAN SHAW'S HELP YOU?

Civic ceremonial items.

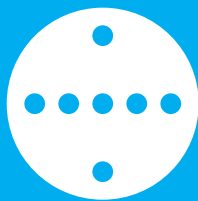
We have been supplying civic officers with all their civic paraphernalia for many years. Items we create to order include hand-illuminated or computer generated freedom scrolls, civic regalia, presses and seals, heraldic shields and plaques, gavel and blocks.



Together, we are making democracy happen.

Call **01322 621100** or email elections@shaws.co.uk





SHAW'S.

A Civica Group company

Specialists in materials for elections

Shaw & Sons Limited

Shaway House, 21 Bourne Park, Bourne Road,
Crayford, Kent DA1 4BZ

DX 400700 Crayford

Tel: 01322 621100

E-mail: elections@shaws.co.uk

electionsupplies.co.uk