



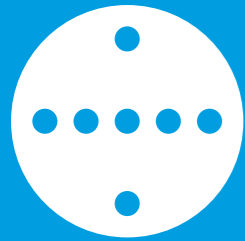
**SHAW'S**  
A Civica Group company

# Supporting you to run successful cost-effective accessible elections

**POLLING  
STATION**

**WAY IN →**





**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 2024, 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 facilitating accessibility and inclusivity, and voter ID checks, in polling stations. On pages 20-21 you will find various items that you will need for accessibility purposes, and pages 8-10 for facilitating voter ID checks.

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 orders.

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

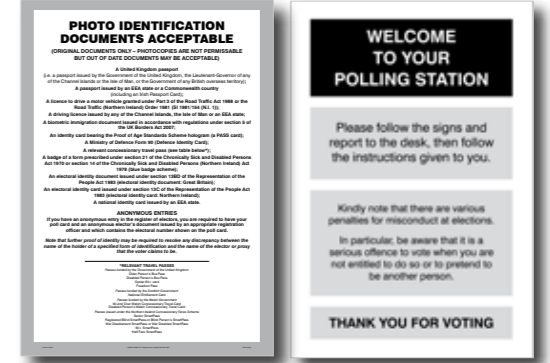
- 12" ruler (ERUL)
- 3 x plain adhesive labels (SAL1)
- Clear plastic sack (CPS100)
- Black plastic sack (OPS100)
- Green plastic sack (GPS100)
- 3 x cable ties (KPL01)
- Ballot paper magnifier (MAG1)



## Pack 3 – Notices

Ref: SSP3

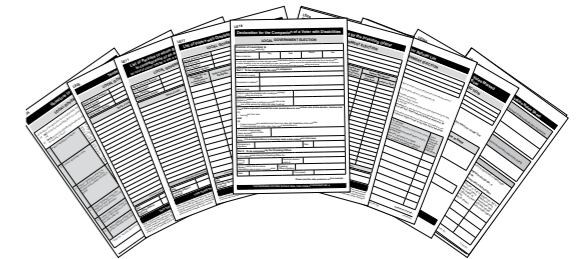
- 3 x large POLLING STATION signs (paper) (LE104)
- 3 x small POLLING STATION signs (paper) (LE102)
- OPENING TIMES sign (paper) (LE109)
- 3 x WAY IN signs (paper) (LE100)
- 2 x WAY OUT signs (paper) (LE101)
- 2 x strips of five direction arrows (paper) (LE100X)
- 2 x ACCESS signs (paper) (LE105)
- WELCOME 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)
- PHOTO IDENTIFICATION DOCUMENTS ACCEPTABLE sign (paper) (LE140)



## 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)
- Ballot paper refusal list (LE142)
- Voter identification document evaluation form (LE143)



## 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. 10 – Ballot paper refusal list (LEPKT10)
- No. 11 – Voter identification document evaluation form (LEPKT11)
- No. 0 – Additional packet for use if required (LEPKT0)

# VOTING SCREENS

## Traditional Wooden Voting Screens

Shaw's popular and trusted traditional wooden voting screens are craftsmen-made in the UK to order. 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 accessible voting screen

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

### Combined single/accessible 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 accessible 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 accessible 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



## Voting Screens continued



**VotePod®**

Designed and manufactured in the UK



- 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)
- Frames are multi purpose and can be transformed into Privacy Panel / Partition Screen by removing the shelf and configuring into an L shape
- IDCheckPod can be achieved by using the modified wraparound vinyl (additional cost)
- Easy to wipe clean



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.

IDCheckPod can be easily achieved simply by purchasing the modified wraparound vinyl and using with an existing Shaw's VotePod. Privacy Panel can be achieved by removing a shelf and configuring into an L shape.

See overleaf for full list of available accessories.

VotePod® is designed and manufactured in the UK.

### Shaw's VotePod® – compact portable voting booth

**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® – compact portable voting booth

**Ref: VP02**

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



Voting Screens continued

"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**  
990 x 730 x 100mm  
Nylon bag to enable ease of storage and transportation of VotePod®/ Privacy Panel and IDCheckPod  
Ideal barrier from dust and dirt in storage conditions



A3 clear plastic wallet

**Ref: CPW2**  
With adhesive back. For affixing to screen for insertion of A3 polling booth notices

4-way connector piece

**Ref: VP06**  
Enables multiple standard VotePod® units to be joined together in numerous configurations



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 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 COB LED polling booth lights (EL7) only.

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 privacy screen for VotePod®

**Ref: VP07**  
Detachable vinyl privacy screen in white

Voting Screens continued

One metal frame, multiple electoral applications

- Adaptable
- Convertible
- Portable
- No tools required



See page 5



See page 5



See page 9



See page 9

Designed and manufactured in the UK

# VOTER ID CHECK EQUIPMENT

There is now a requirement for polling stations to be suitably equipped for facilitating voter identification checks for UK general elections, English local elections, and police and crime commissioner elections in England and Wales. Shaw's are ready to support you in your preparations.

## PRIVACY BOOTHS FOR IDENTITY CHECKING

Allow people who choose to cover their face in public the privacy to remove their face covering for the purpose of having their identity verified by an election official. Our appropriate and respectful solutions create a designated, discreet and private area within any polling station to facilitate such ID checks.

Designed and manufactured in the UK 

### Cardboard identity check privacy booth

An affordable solution in cardboard, our designs allow the identity of individuals to be checked by a single official at the polling station.

Each screen comes complete with perforated pop out section with finger hole for ease of removal, giving two options for use:

- 1) Remove the perforated pop out section using the finger hole and position screen to afford voter privacy from onlookers. The election official stands the other side of the viewing pane to be the single person to view the voter to check their ID once they have removed their face covering.
- 2) Do not remove the viewing pane (this will not be used). Position the screen such that the voter inside the screening will not be visible to other electors and polling station staff. The election official performing ID checks stands at the only open side of the screen. The voter turns around to face the single election official to have their ID checked once they have removed their face covering.

Heavy grade 4.5mm double core thick white cardboard construction.

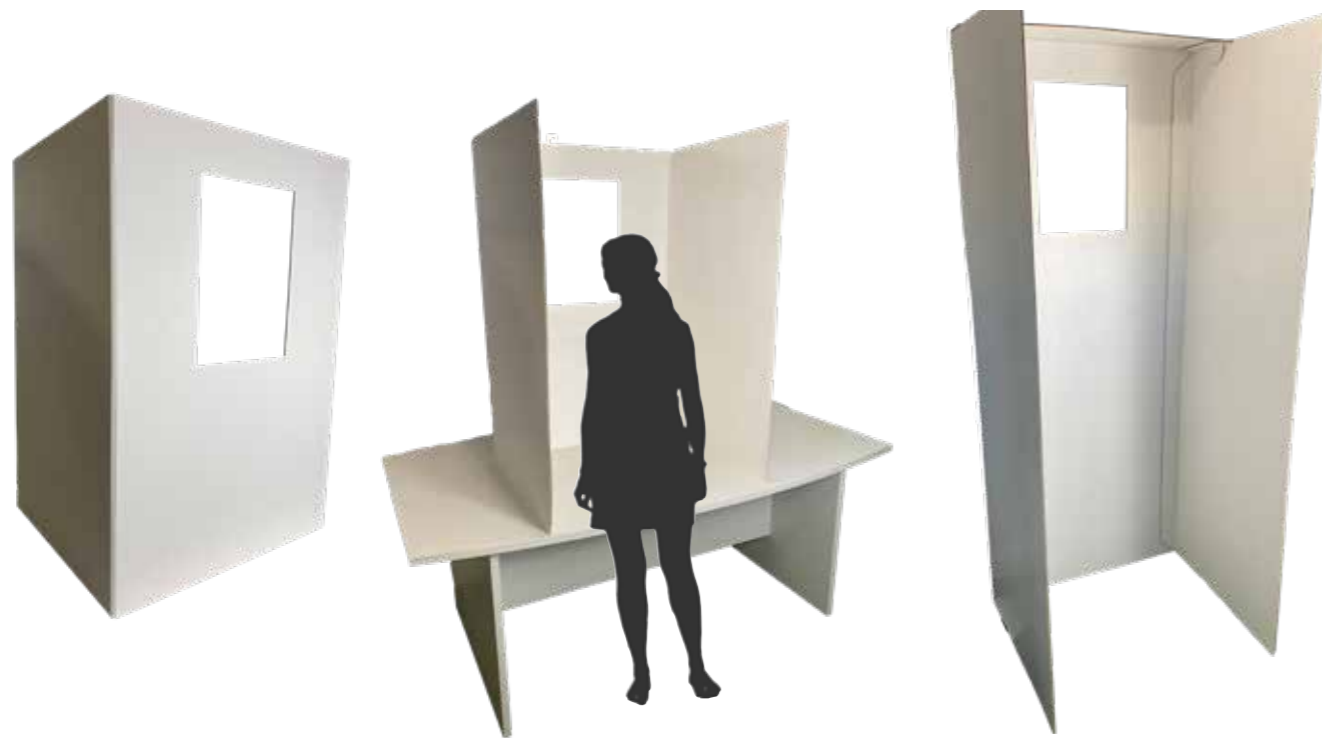
Supplied in trifold format for self-assembly. Simply open side panels and position upright, then use tabs to secure the screen into square position.

#### Ref: IDP05 (Floorstanding)

Size: H1830mm x W740mm x D640mm (open). H1830mm x W740mm (folded)

#### Ref: IDP07 (Desktop)

Size: H1110mm x W740mm x D640mm (open). H1110mm x W740mm (folded)



# Voter ID Check Equipment continued

## Privacy panel room partition and privacy screen

### Ref: VPP01

This L-shaped room partition and privacy screen offers a simple solution to facilitate ID checks.

Voters requesting privacy would be instructed to step behind the room divider/privacy screen with an election official, shielded from the eyeline of others by the screening, and remove their face covering for easy verification of the identity of the voter against the provided photographic ID.

The Privacy Panel is a compact, adaptable, portable and, above all, affordable screening solution which can be easily lifted and assembled by a single person. Perfect for use in most polling station layouts, the Privacy Panel creates a distinct separate private area suitable for the purpose.

Of contemporary design and robust structure, the Privacy Panel 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. Ideal for transport in most small cars, the Privacy Panel disengages easily into 4 smaller separate components and stores flat for ease of portability and storage.

This configuration can be easily achieved simply by removing the writing shelf from the Shaw's VotePod, making the metal framework multi purpose.

Accessories, including a storage and transportation bag, are also available.

Privacy Panel is designed and manufactured in the UK.

Open size: H1850mm x W1300mm x D600mm



## IDCheckPod

### Ref: IDCP01

A single booth unit with windowed wraparound vinyl privacy screen and rectangular structural shelf, the IDCheckPod allows the identity of individuals to be checked by a single official at the polling station. Voters requesting privacy would step into the privacy booth, and remove their face covering in front of a viewing pane in the rear of the IDCheckPod. The polling station staff member, from their position behind the viewing pane, can then easily verify the identity of the voter against the provided photographic ID, while the voter is shielded from the eyeline of others by the opaque side panels.

The IDCheckPod is an ingenious, compact, adaptable, portable and, above all, affordable booth which can be easily lifted and assembled by a single person. Perfect for use in most polling station layouts, the IDCheckPod offers a distinct separate private area suitable for the purpose, without sacrificing floor space.

Of contemporary design and robust structure, the IDCheckPod 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. Ideal for transport in most small cars, the IDCheckPod disengages easily into 5 smaller separate components and stores flat for ease of portability and storage. Accessories, including a storage and transportation bag, are also available.

IDCheckPod can be easily achieved simply by purchasing the modified wraparound vinyl and using with an existing Shaw's VotePod, making the metal framework multi purpose.

IDCheckPod is designed and manufactured in the UK.

Size: H1850mm x W720mm x D600mm (open). H935mm x W712mm x D100mm (folded)



Voter ID Check Equipment continued

Acrylic mirror for removal/re-application of face covering

Ref: EST033

This portable lightweight and smashproof acrylic mirror enables voters who have removed face coverings for ID checking purposes the means to re-secure it in place. Can be attached to, or hung from, privacy screens. Please note hook is for illustration purposes only. Velcro dots available to order separately.

Size: 17cm x 13cm



Velcro dots for securing mirror

Ref: IDCP02/31

These adhesive hook and loop fasteners are a great alternative to nails, tack and glue. Ideal for securing EST033 (Acrylic Mirror, above) to privacy screening.

Size: 20mm diameter



SIGNAGE

Voter identification signage pack

Ref: EVI001

A single kit comprising signage to equip polling stations for voter ID checks. Note that our sundries pack poster pack contains the only prescribed poster, LE140. The below offering may also be required in practice, and contains:

- 1 x ID VERIFICATION: YOU WILL BE REQUIRED TO SHOW YOUR FACE TO AN ELECTION OFFICIAL FOR VERIFICATION PURPOSES. PLEASE SPEAK TO A MEMBER OF STAFF IF YOU PREFER TO DO THIS IN PRIVATE (LE139, A3)
- 1 x PHOTO ID QUICK REFERENCE GUIDE (LE141, A3)
- 1 x PLEASE NOTE! YOU NOW NEED TO PRESENT YOUR PHOTO ID TO BE ABLE TO VOTE (LE138, A4)
- 1 x PLEASE ENSURE THAT YOU HAVE YOUR PHOTO ID READY FOR VERIFICATION (LE137, A4)
- 1 x PLEASE WAIT HERE TO COLLECT YOUR BALLOT PAPER (LE136, A4)

Posters available to order separately (supplied in 10s)



Circular floor stickers

Ref: ELS001

Circular floor stickers and directional floor graphics, 'Have your photo ID ready'. Removable floor stickers for hard floors and short pile carpet tiles. Anti-slip. 300mm diameter



Extension kit for pavement sign

Ref: LE108-EX

Foamex white board with plastic clip holders for extending the functionality of the Shaw's 'Polling Station' pavement sign (LE108)

Allows two separate notices to be displayed simultaneously .

Printed both sides

420 x 180mm



TRANSPORT AND TROLLEYS

Heavy duty antimicrobial secure holdall

Ref: SECWT6

Size: 584mm x 406mm x 254mm

Heavy duty PVC holdall with carry handles and secure tamper evident zip closure. 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.

Supplied with an initial 10 security seals. Further seals are also available for purchase (SECSL3W).



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.



Large ballot box 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.

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 8mm



Large 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

OTHER SIZES (75L, 110L) MAY BE AVAILABLE TO SPECIAL ORDER



Collapsible "boot cart" trolley

Ref: SBBT2

A multi-purpose trolley ideal for carrying election supplies.

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



# BALLOT BOXES

Shaw's plastic ballot boxes are well-designed, practical and affordable, and are specially made for Shaw's. The specification of both designs included ease of storage and portability, robust and long-lasting construction and ease of use.

### Which Shaw's ballot box is right for your needs?

See p14 for Ballot Boxes comparison table.

### 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.

Self-adhesive clear plastic wallet can be supplied for labelling purposes – CPW1/CPW3, see page 8.

Colour: all black

Generous bulk discounts available.



Can be supplied with coloured 'ACCEPTED POSTAL VOTES' or 'REJECTED POSTAL VOTES' inserts for self-adhesive clear plastic wallet label.

## Ballot Boxes continued

### "The Guardian" 60 litre premium wheeled wipe clean plastic ballot box

Ref: SBBP60W

340mm (h) x 550mm (w) x 330mm (d)

Capacity 60 litres

This ballot box is a premium style specially made for Shaw's.

This ballot box possesses all of the best attributes of the popular SBBP (previous page), including stackability, portability, nestability; and much more. It is of a strengthened, thicker plastic construction with a wheeled base for ease of portability (wheels can be removed if not required). 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.

The boxes use up to eight Shaw's pull-secure seals (BBSS1) for the lid and two plastic 'padlock' seals (BBS4) for the flap that covers the slot (although conventional tie seals may also be used for this). Ten seals included with each box (8 pull-secure seals (BBSS1), 2 white padlock seals (BBS4)).

Self-adhesive clear plastic wallet can be supplied for labelling purposes – CPW1/CPW3, see page 8.

Colour: all black

Generous bulk discounts available.



Can be supplied with coloured 'ACCEPTED POSTAL VOTES' or 'REJECTED POSTAL VOTES' inserts for self-adhesive clear plastic wallet label.



## BALLOT BOX COMPARISONS

Not sure which Shaw's plastic ballot box is right for your requirements? Consult the table below to see the key differences at a glance.

	SBBP	SBBP60W
Capacity	50 litres	60 litres
Size	470mm (h) x 450mm (w) x 350mm (d)	340mm (h) x 550mm (w) x 330mm (d)
Seals included	✓	✓
Removeable wheels	✗	✓
Stackable	✓	✓
Portable	✓	✓
Nestable	✓	✓
Plastic	✓	✓
Strengthened plastic	✗	✓

## BALLOT BOX ACCESSORIES

### Clear plastic wallet

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



### Ballot paper compactor

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



### 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



### Keyless padlock

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



### Security seal cutters

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



### Security seal / cable cutters

Ref: **BBSC2**  
6" (150mm) cutters for safely removing ballot box seals, cables, 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 boxes (SBBP, SBBP60W, 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 labels

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 labels

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.  
50mm x 160mm + 10mm tab  
Serially numbered, supplied in 100s



### Bag seal

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



### Arrow-lock ballot box seal "Linpac"

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



### 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: BBSMW

260mm tail length, white

### Ref: BBSSX

180mm tail length, orange  
Tug-tight version of BBSS1 security seal which can be removed with security seal cutters



### 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). Orange. Serially numbered, supplied in 100s



Not sure which Shaw's security seals best suit your requirements? Contact us for a comprehensive comparison of all the options in our range.

## SIGNAGE

## Pavement signs

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.



## Rigid Fluted Polypropylene (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.



## Floor sign

Ref: LE118M

Lightweight adjustable multi-purpose floor standing sign holder for indoor 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.



Ref: LE108BL

Ref: LE108ACC

Ref: LE108SC



Bespoke examples:



## Spare wedge fitting for pavement sign

Ref: LE108F

Spare wedge fitting for pavement sign, available to order separately.

## 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).

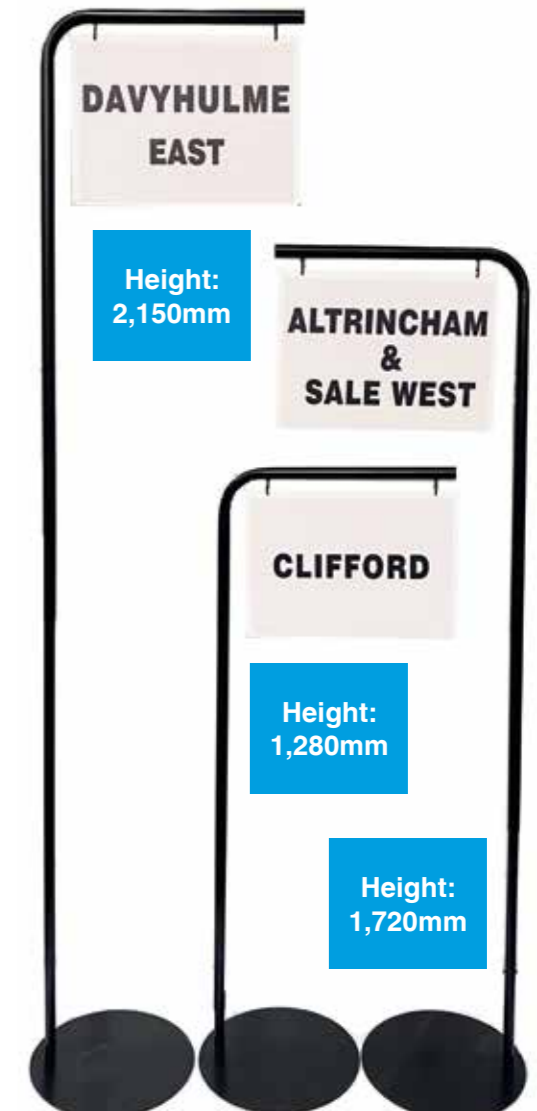
Multi-purpose freestanding sign holder:

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

Suitable for indoor 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 oversized A3 format 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 flyer.

Shaw's are also able to supply bespoke boards to fit other manufacturers' signposts.



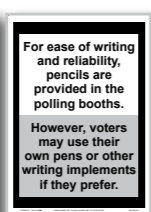
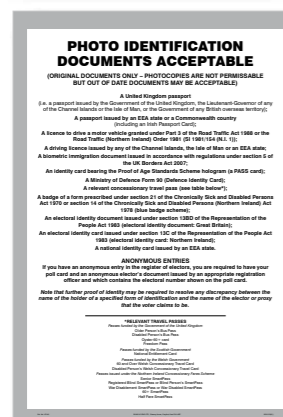
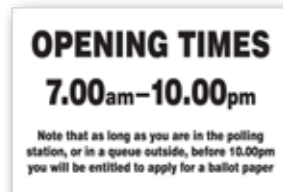
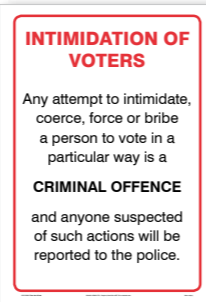
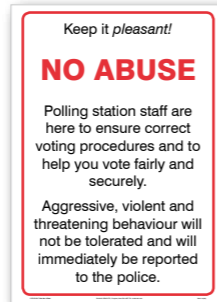
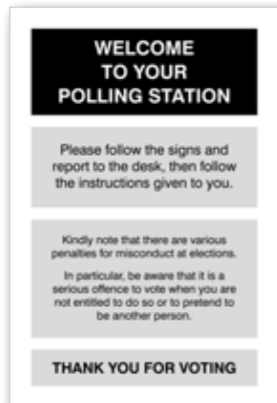
Signage continued

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
- LE116S NO PHOTOGRAPHY INCLUDING SELFIES, A4, red and black
- LE106V NO SMOKING OR VAPING, A4, red and black
- LE140 PHOTO IDENTIFICATION DOCUMENTS ACCEPTABLE, A2

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
- LE144 WHAT IS A TELLER?, A3



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

See p21 for notices relating to accessibility.

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".

GORSAF BLEIDLEISIO POLLING STATION

**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.

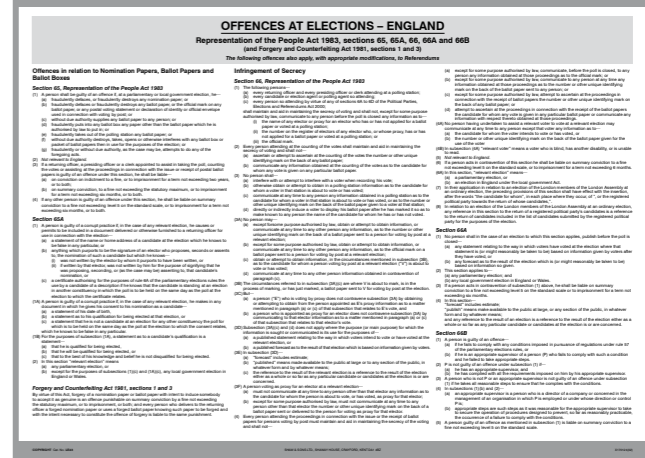
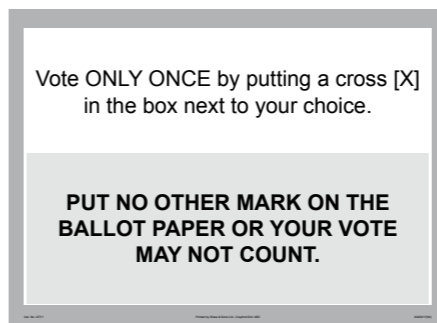
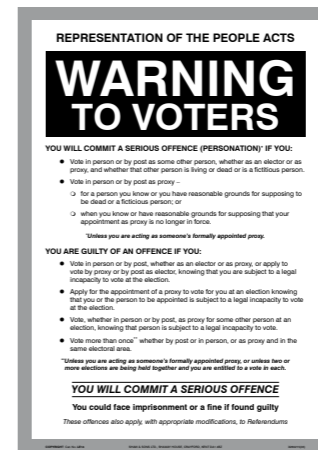
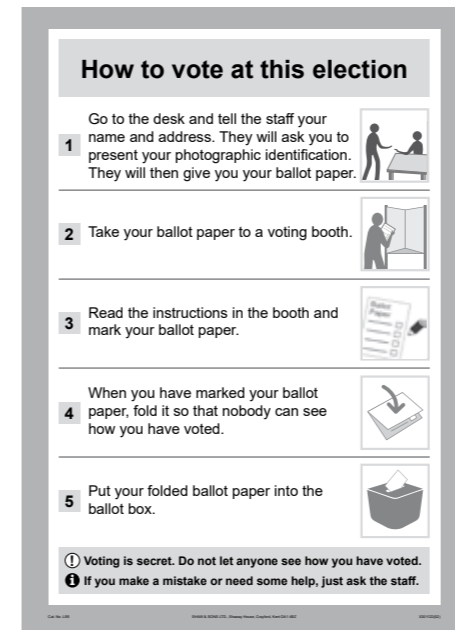
Signage continued

Prescribed posters

Order codes below are for English local government elections only.

Equivalent posters are available 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



Signage Accessories

Cable ties

Ref: KPL01  
Ideal for attaching signs to fences, posts, etc.  
Nylon, 295mm long  
Supplied in 100s



Waterproof heavy duty cloth tape

Ref: EST034  
Ideal for taping paper signs to walls, fences, posts, etc.  
For external use only.  
4m length



# ACCESSIBILITY & INCLUSIVITY EQUIPMENT

Local authorities now have to take proactive steps to ensure that polling stations do not disadvantage groups of people in the voting process.

## Accessibility VotePod®

Ref: VP02

The Shaw's Accessibility VotePod has a trapezium shaped writing surface shelf to enable use of Shaw's VotePod® for voters who use wheelchairs. 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 accessible wooden voting screen

Ref: VSSD

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



## Combined single/accessible 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: EL6

24 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 / pencil grips

Ref: EST006

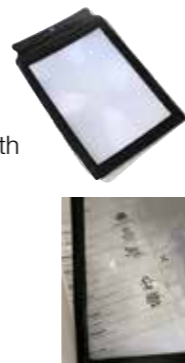
Writing aids for arthritic / less dextrous voters  
Fits standard pens and pencils  
Supplied in 10s



## Short pencil for use with writing aids / pencil grips

Ref: BAP203

Short pencil for use with writing aids.  
Suitable for arthritic / less dextrous voters  
Writing aids must be ordered separately.  
Supplied in box of 144



## NEW! Ballot paper magnifier – large

Ref: MAG2

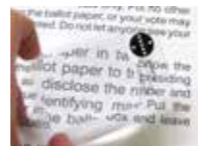
A5 format magnifier to assist persons with impaired vision  
Has a 'soft-touch' frame for easy positioning and comfort  
Ideal for magnifying text in the polling station.  
Can be tied to voting booth through the hole in the frame.  
Viewing area 220mm x 160mm  
Approximately 3 x magnification



## Ballot paper magnifier – small

Ref: MAG1

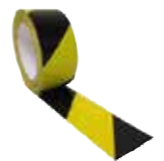
Credit card sized magnifier to assist persons with impaired vision



## Hazard warning tape

Ref: EST028

Diagonally striped durable self-adhesive PVC warning tape  
Suitable for floor to identify/highlight trip hazards for the visually impaired  
Supplied in rolls of 33m lengths



# Accessibility & Inclusivity continued

## Slot highlighters

Ref: SLH2

White self-adhesive strips to highlight the slot on Shaw's plastic ballot boxes (SBBP, SBBP60W 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



## High-visibility 'Here to help' vest for polling station staff

See page 18 for more information on sizing and customising high-visibility vests for polling station staff.



## 'Here to help' badge holder and lanyard

Ref: ID50

Plastic holder with metal clip, ideal for identifying to voters who the staff are in the polling station  
Supplied in 10s

Ref: IDLAN1

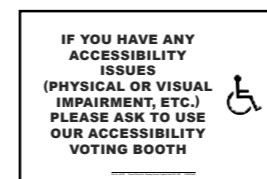
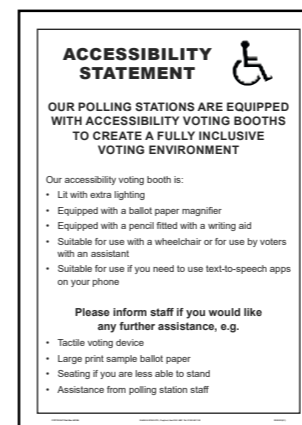
Black lanyard with crocodile clip and safety release, suitable for use with ID50 badge holder  
Supplied in 10s

## Card inserts

Ref: ID51 (Supplied free with ID50)  
HERE TO HELP (ID51H)

## Posters

- LE124 ACCESSIBILITY STATEMENT, A3
- LE125 ACCESSIBILITY VOTING BOOTH NOTICE, A4
- LE126 ACCESSIBILITY ISSUES NOTICE, A4
- LE127 ASSISTANCE AVAILABLE UPON REQUEST, A4



## Pavement sign

Ref: LE108ACC

'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.



## Signage

LE105 DISABLED ACCESS, 180mm x 640mm (paper)



LE105B DISABLED ACCESS, reversible, 156mm x 720mm (Rigid Fluted Polypropylene (lightweight plastic))



LE117B DISABLED PARKING ONLY, A3 (Rigid Fluted Polypropylene (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.

# 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**
- HERE TO HELP**

Some examples of bespoke vests are shown below.



## Floor sign

Ref: LE118M

Lightweight adjustable multi-purpose floor standing sign holder for indoor 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 13 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. Other sizes (75L, 110L) may be available to special order.



## 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.



## Clipboard

Ref: EST003

Black durable plastic clipboard for holding A4 documents. Pen holder space in clip. Ruler markings down both long edges.



# Other Polling Station Equipment continued

## Polling station First Aid kit

Ref: EFAK

A 49 piece medical kit containing useful items for minor injuries, including paper cuts. This low-cost kit is ideal for polling stations and counts. Contents\*: 4 x antibacterial wipes, 2 x alcohol wipes, 2 x sterile absorbent pads, 19 x plasters 72x19mm, 1 x dressing scissors, 10 x safety pins, Adhesive dressings: one 6 x 10cm, one 6 x 7cm, 1 x knuckle plaster, 1 x abdominal pad, 1 x instant ice pack, 1 x mouth to mouth device, 1 x medical tape 500cm, 1 x pair of vinyl gloves, Bandage rolls: 6 x 400cm, one 8 x 400cm



*\*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

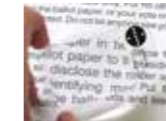


## Ballot paper magnifiers

Magnifier to assist persons with impaired vision. See page 16 for more information.

Ref: MAG2 – Large sized magnifier

Ref: MAG1 – Credit card sized



## 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



## 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 / pencil grips

Ref: EST006

Writing aids for less dextrous voters. Fits standard pens and pencils. Supplied in 10s



## Short pencil for use with writing aids / pencil grips

Ref: BAP203

Short pencil for use with writing aids. Supplied in box of 144

## 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



## POSTAL VOTE HANDLING

### 50 litre plastic wipe clean ballot box

Ref: SBBP

For full product description, see page 12.

Self-adhesive clear plastic wallet can be supplied for labelling purposes –CPW1/CPW3, see page 8. Coloured ‘ACCEPTED POSTAL VOTES’ or ‘REJECTED POSTAL VOTES’ labels can be supplied for use with self-adhesive clear plastic wallet or for applying directly to the box.



### “The Guardian” 60 litre premium wheeled wipe clean plastic ballot box

Ref: SBBP60W

For full product description, see page 13.

Self-adhesive clear plastic wallet can be supplied for labelling purposes – CPW1/CPW3, see page 8. Coloured ‘ACCEPTED POSTAL VOTES’ or ‘REJECTED POSTAL VOTES’ labels can be supplied for use with self-adhesive clear plastic wallet or for applying directly to the box.



### Antimicrobial secure holdall

Ref: SECWT6

Size: 584mm x 406mm x 254mm

Heavy duty PVC holdall with carry handles and secure tamper evident zip closure.

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.

Supplied with an initial 10 security seals. Further seals are also available to purchase (SECSL3W).



### Secure wallet

Ref: SECWT3

Black PVC tamper-evident wallet for postal ballot papers handed in at polling station.

Card inserts can be printed at no additional cost with custom wording, e.g. ‘Accepted’, ‘Rejected’.

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. Card inserts can be printed at no additional cost with custom wording.

Can be reused over and over with our security seals fastened over the zip puller.

355 x 495mm



### Tamper evident self-adhesive security labels

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.

Ref: BBSV2 50mm x 90mm + 10mm tab (small) Ref: BBSV3 50mm x 160mm + 10mm tab (large)

Serially numbered, supplied in 100s



There is now a requirement for a Postal Voting Document (PVD) form to be completed by every individual handing in postal votes in polling stations, as well as three additional packets to administer rejected votes, accepted votes, and the PVD for accepted votes. For 2024 we will be offering the relevant form and packets for separate purchase so that each authority can plan for the number of postal votes they expect to be handed in on the day.

See the relevant Forms List to order for the following items (references below are for Local Government Elections):

- LE160 – Return of Postal Voting Documents Form
- LE161 – Envelope to contain Accepted Postal Voting Documents
- LE162 – Envelope to contain Completed Return of Postal Voting Document Form for Accepted Postal Voting Documents
- LE163 – Envelope to contain Rejected Postal Voting Documents and Accompanying Return of Postal Voting Documents Forms.
- BBSV2 and BBSV3 – Tamper Evident Security Labels (for legislative requirement to seal above envelopes)

## 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 paper sacks

Supplied in 100s

### Sack seals

Ref: PS202

Metal seals for 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 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



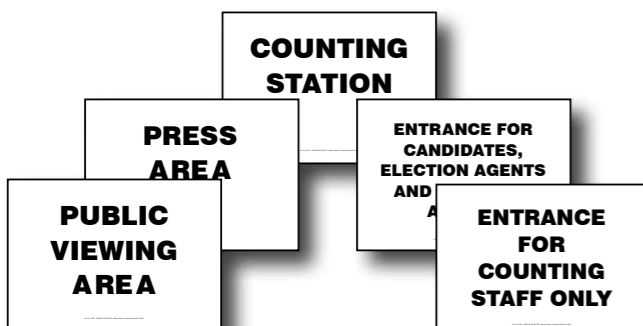
## High-visibility vest for count staff

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:



## 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

## 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  
 Supplied in 5s



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

## Envelope slitter

Ref: SLI1

Ideal for opening postal votes



## 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.

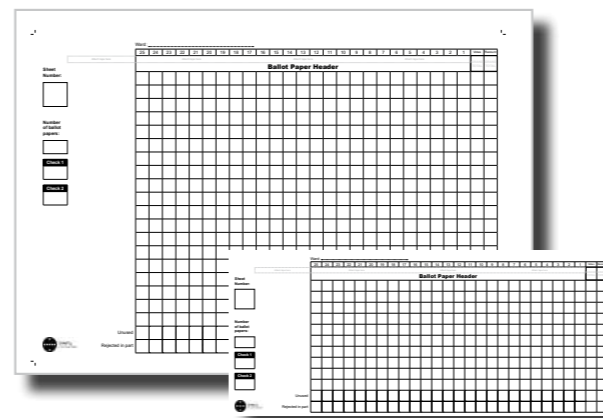
Ballot papers can be attached to the self-adhesive tape at the top of the sheet for an effective means of counting and verifying the number of votes for each candidate. Supplied in 50s.

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

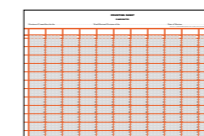
Tally style counting sheets. Supplied in 10s

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

150mm cutters for safely removing ballot box seals, etc.

## Security seal / cable cutters

Ref: BBSC2

150mm cutters for safely removing ballot box seals, etc.

## 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

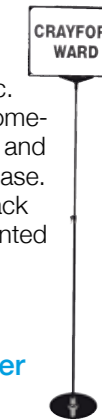
ETHXL Extra large, size 3, orange



## 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 indoor 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 oversized A3 format and can be supplied plain (to allow multiple use options using our associated accessories or pre-ordered (price on application and subject to quantity).



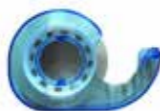
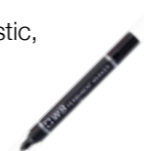
## Equipment for the Count continued

**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**Black durable plastic clipboard for holding A4 documents  
Pen holder space in clip  
Ruler markings down both long edges

## Equipment for the Count continued

**Stamps**The stamps listed below are stock items. **Other stamps with alternative wording, or traditional rubber stamps for use with a stamp pad, are available to special order – see page 31.****REJECTED****Ref: RSRM**Impression size 25mm x 4mm  
Self-inking rubber stamp with red ink**REJECTED**, with tick boxes for reasons (want of official mark, multiple vote, voter identified, unmarked or uncertain)**Ref: RSRRM**Impression size 57mm x 37mm  
Self-inking rubber stamp with red ink**REJECTED IN PART****Ref: RSRPM**Impression size 70mm x 16mm  
Self-inking rubber stamp with red ink**REJECTION OBJECTED TO****Ref: RSRM**Impression size 48mm x 4mm  
Self-inking rubber stamp with red ink**PROVISIONALLY REJECTED****Ref: RSPRM**Impression size 44mm x 4mm  
Self-inking rubber stamp with red ink**ALLOWED****Ref: RSAM**Impression size 25mm x 4mm  
Self-inking rubber stamp with red ink**Stamp pad****Ref: RSPAD-RD**Red ink pad for use with traditional rubber stamps  
Size: 100mm x 60mm**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.



## 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.



<b>EVS</b>	Small (36" to 38" chest)
<b>EVM</b>	Medium (39" to 41" chest)
<b>EVL</b>	Large (42" to 44" chest)
<b>EVXL</b>	X Large (45" to 48" chest)
<b>EVXXL</b>	XX Large (49" to 52" chest)
<b>EVXXXL</b>	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.)

**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 (EL4 and EL5 above) and 24 LED polling booth lights (EL6) (p6).



## 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 £124.00 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 16) 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 18) 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 29, 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 26, 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	HERE TO HELP
TABLE SUPERVISOR	ELECTORAL SERVICES TEAM	

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

Equip Cat X011221(01)

# CIVICA

As a Civica Group company, Shaw's works seamlessly with colleagues from across our Democracy division to provide a comprehensive range of services, including election management from Civica Election Services and Xpress electoral software.

Together, we help electoral administration teams to deliver democratic services, adapt to legislative changes 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
- 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.

Together, we are making democracy happen.

Catch up with all of us on **stand 20** at the **AEA Annual Conference**, 14th-16th January 2024 at the Hilton Birmingham Metropole.



## 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, gavels and blocks.



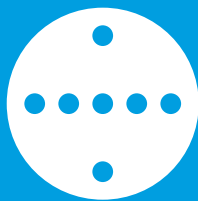
 **SHAW'S**  
A Civica Group company

SINCE 1750

WORKING WITH YOU TO CREATE BEAUTIFUL  
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All civic ceremonial items are manufactured in the UK by British artists, silversmiths and enamellers

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A Civica Group company

**Specialists in materials for elections**

**Shaw & Sons Limited**

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