



World leaders in election equipment

CONCIERGE PROGRAM

Thank you for giving our US Distributor, Inclusion Solutions, the opportunity to look at your requirements for voting booths. Should we be honored with your business at some stage in the future, it's important to us that everything goes smoothly and without a hitch.

The purpose of this Concierge Program is to encapsulate in one document, all of the important information that you and your team will need to know, and to give you an insight into the care we will take with the manufacture and delivery of your new Benjamin Franklin® Booths.



I am proud of our achievements in America and in particular our relationship with Inclusion Solutions, a company, that is committed to the highest standards of service and quality and with an ethos that is embedded in integrity and fairness. The Inclusion Solutions National Sales Team, have carefully anticipated the needs of Americans with disabilities and have selected the most appropriate products to place in front of Election Professionals across America.

The Benjamin Franklin® Family of voting booths is the dominant flagship product group in our range and is acknowledged as the best quality and best value voting booth product in the world.

This product has been awarded a United States Patent and four United States Trademarks on the Principal Trademark Register. [see page 20]

Most sincerely,

A handwritten signature in black ink, which appears to read "Patrick McGonagle". The signature is fluid and stylized, with a long horizontal line extending from the end.

Patrick McGonagle MBE CEng. FIET
Managing Director
Pakflatt (UK) Ltd.

Inclusion Solutions

Whether it's consultation services, installation, training, or election services, we have experience and professionals to ensure compliance and usability.

Inclusion Solutions has focused on providing a safe, integrated environment for people with disabilities since its founding in 2000. Our special area of expertise is to equip electoral authorities with turnkey solutions that give all voters the access and participation promised as citizens. Our solutions for polling places have been used by over 2,100 election jurisdictions in all 50 U.S. States, the U.S. Virgin Islands, Guam, and the District of Columbia, as well as the province of Ontario, Canada.

Since 2000, Inclusion Solutions has evaluated polling site surveys, made recommendations for remediation, and provided nearly 500,000 products that address identified gaps in accessibility. Inclusion Solutions has completed statewide election projects in New Jersey, New Hampshire, Michigan, Indiana, Tennessee, Oklahoma, Nebraska, Nevada, and Hawaii.

In 2010, Inclusion Solutions was entrusted to provide over 5,000 polling places with election products across the province of Ontario.

Inclusion Solutions has been recognized by numerous disability groups for its work in inclusion, including the Paralyzed Veterans of America, the National Organization on Disability, and numerous State Protection and Advocacy Agencies. Input from disability groups is essential to our mission: provide election accessibility products that address the needs of voters with and without disabilities and at the same time respect the practical aspects of running a smooth election.



Inclusions Solutions Team



Sheila Hughes
Chief Operating Officer, Inclusion Solutions
shughes@inclusionsolutions.com

Sheila Hughes joined Inclusion Solutions in 2005, serving the past four years as the company's Chief Financial Officer. Sheila brings a broad understanding of international trade, finance, customer, and vendor relationships to Inclusion Solutions and she is a very skillful negotiator when it comes to the company's many national and international relationships.

She has managed millions of dollars in transactions, kept vendors abreast of our goings on, and kept the company clear on strategy. As the mother of five girls, she knows something about making sure your orders arrive on time. Most of all, Sheila knows better than anyone how to leverage on your behalf the strengths of our most important asset: the people who make up Inclusion Solutions.



Hollister Bundy, Esq.
President, Inclusion Solutions
hbundy@inclusionsolutions.com

Hollister Bundy is an expert on both the real-life needs of election authorities as well as the importance of accessibility in the electoral process for all voters. He has personally surveyed over 10,000 polling locations across the United States to determine accessibility solutions. Hollister is a recognized expert in evaluating polling site accessibility and creating solutions that are both affordable and impactful in providing remediation for identified gaps in accessibility. Bundy is the editor of an international election accessibility newsletter, and has spoken at numerous conferences to both disability advocates and election officials on how to protect election accessibility for voters with disabilities in a way that is practical and affordable. Previously, Bundy served as an adjunct professor of law at John Marshall Law School, worked in private legal practice, and served with the Illinois State Attorney General's Office.



James Young,
Regional Sales Manager, Inclusion Solutions
jyoung@inclusionsolutions.com

A former Inclusion Solutions client, Young brings a wealth of proven experience in election administration, accessibility compliance and implementation, poll worker training and voting equipment and registration systems. Most recently, he served as the Director of Elections in Louisville, KY, Special Assistant to the Kentucky Secretary of State and observer during the 2008 Iowa Presidential Caucus.



Clark Fetridge,
Vice President, Inclusion Solutions
cfetridge@inclusionsolutions.com

Clark Fetridge has organized the assembly and shipment of voting equipment in all 50 states and literally across the globe. Clark has personally overseen the fulfillment of numerous statewide contracts and the delivery of thousands of Inclusion Solutions voting products to over 100 locations in Ontario, Canada. For many Clark is "the voice" of Inclusion Solutions, remaining constantly in touch with state and county officials to coordinate and assure that everything will be delivered and ready for Election Day.

About the Cargo



FRANKLIN®

Gross Weight: 50.7 lbs

Net Weight: 46.3 lbs

Handling the Cargo:

There will be no need for manual handling on any shipments as all of the cargo will be on pallets [skids].

Storage:

The booths can be stored either on or off their pallets using the cross stacking system that we have used for shipping. All of the pallets have been heat treated to avoid contamination.

Cleaning Advice:

Retain the cartons for booth storage and return the booths to their cartons as soon as possible to minimize dust settling on the booth surfaces. Clean with no-abrasive, water based industrial cleaner .



Single carton with grip handles either end for a two person lift.

Operators should be equipped with hi vis clothing, hard hats, safety gloves and safety footwear if possible.

The Benjamin Franklin[®] Voting Booth

Pakflatt[®] is proud to introduce the Franklin[®] four compartment voting booth. This product includes all the features of the original Cruciform design but with unique visual characteristics, upgraded components, and patriotic styling.

User Friendly

Compact, solid and user friendly, the Franklin[®] booth sets the standard for voting compartments. The booth is a one piece construction with no loose parts, so that no tools are required for either assembly or dismantling.

A telescopic leg assembly locks in place with a no-collapse feature incorporated for the safety of handlers and users. Extended visors are standard, providing maximum voter privacy.

Transportation is so easy that you can put a complete booth in the trunk of a family size car, when freight transport is not available or when an emergency response is required.

Key Features

- Fit four stations in the space of one
- Robust and damage resistant
- Easily assembled in minutes
- No tools required
- No loose parts
- Accessible to all electors
- Universally designed
- Complete with transit packaging
- Reduced maintenance, transportation, storage and handling costs
- Will survive flooded or damp stores
- Can be used outdoors in all weather conditions
- Can be used as a display or information booth at all times

4 Way Voting

The Franklin[®] is a four compartment booth, although it can be set up as a two, a three or a four to suit the available space in a variety of precincts. All four compartments are accessible to all voters, with and without disabilities, or to those who want to sit while voting.

Universal Access

Since voters with and without disabilities and different assistive technology come in a variety of sizes, standard writing surface heights are not always suitable for every disabled voter. With the Franklin[®], it is the voter who gets to choose which table height is a good fit for their needs.



Pack up and go size
Size: 37¾" x 25¼" x 9⁷/₈"
Gross Weight: 50.7 lbs
Net Weight: 46.3 lbs

Booth: IP Information - see latter pages.

Available exclusively in the United States of America, Canada and all US National territories from Inclusion Solutions of 2000 Greenleaf Street, Suite 3, Evanston Illinois 60202.

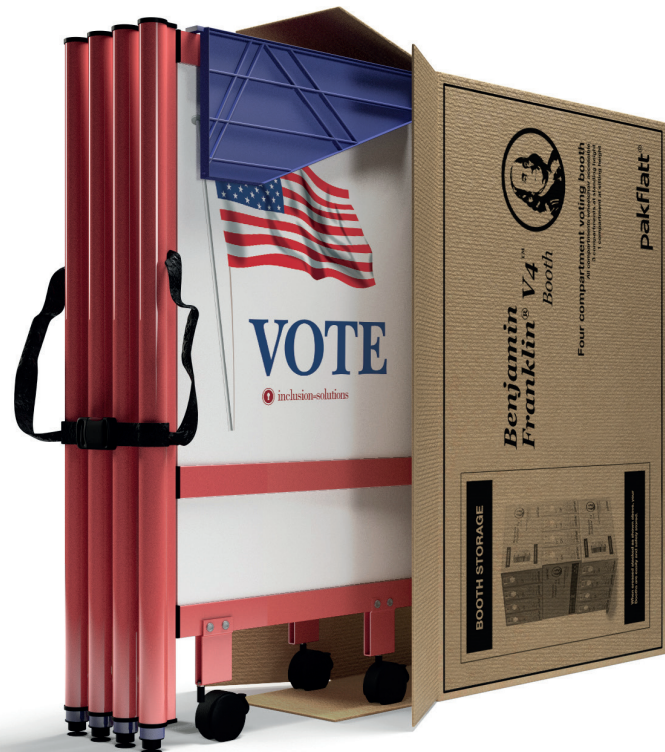


Assembly Instructions

Assemble your Benjamin Franklin® Booth in nine easy steps

You can watch a video at:
www.pakflatt.com/videos/156153802/the-franklin-booth

Or if you have a QR code reader you can go to:



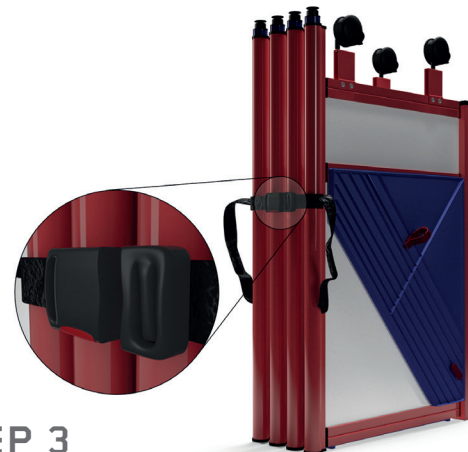
STEP 1

The booth is on wheels so it will slide out of the box. Remove by pulling on the fabric handles. Leave plenty of room for assembly.



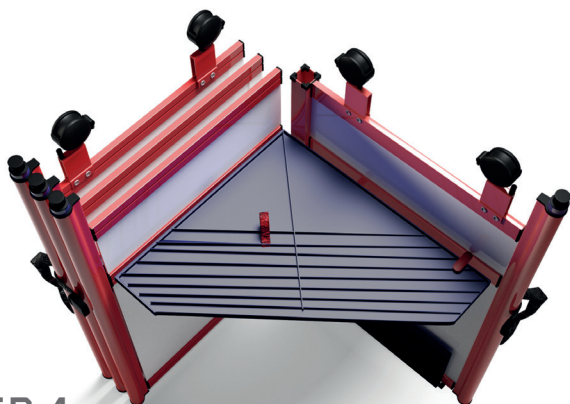
STEP 2

Holding the handles and supporting the booth, rotate until the wheels are facing upwards.



STEP 3

Undo the buckle by pressing the red button. Open out the first section.



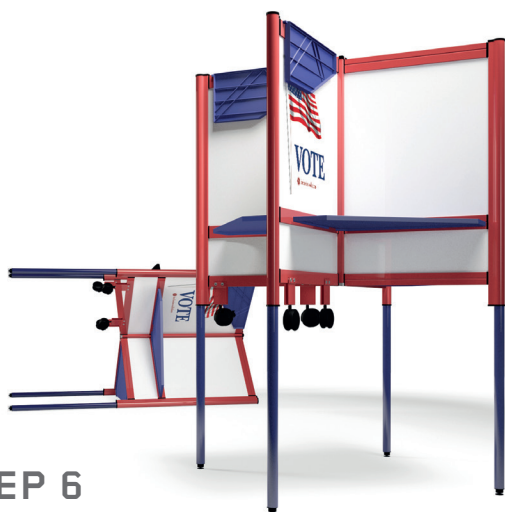
STEP 4

Raise the writing table. The edge of the writing table will engage with the cross rails. The fourth table will be retained by the red catch in its storage position. Rotate the catch and raise the table as before.



STEP 5

Extend each telescopic leg until the button pops out. Push the leg back into position so that it cannot be pushed in again accidentally.



STEP 6

Leaving plenty of room, lower the booth until it is lying on its side. Raise the booth to its working position.



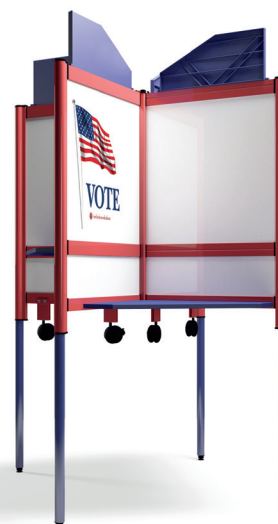
STEP 7

Rotate visors to their vertical position.



STEP 8

If necessary, use the adjusters at the bottom of each leg to level the booth.



STEP 9

Give the booth one final check to make sure that all the shelves and leg buttons are properly locked.

Privacy Banners



For additional privacy, a kit is available that includes banners and hangers that attach easily to the booth.

The hanger design allows the banner to be slightly biased toward the booth frame removing any gapping and greatly improving privacy.

Following the 2018 Local Council Elections, Rob Curtis, Head of Electoral Services at the London Borough of Tower Hamlets, referenced the use of privacy banners as best practice ensuring the secrecy of an individual's vote when cast at the polling booth.

INSTRUCTIONS FOR USE:
Remove the cap from the top of the four booth posts. (A)

Remove the wallet containing the 8 banners and the four banner hangers from the outer carton.

Attach the banners to the hangers as indicated (B), ensuring that the lower table compartment of the booth has the two longest banners with the wheelchair symbol.

The hangers should now be inserted in the circular openings at the top of the booth post. The inside edge of the banner should tuck neatly inside the round part of the booth post.

User instructions are printed on the wallet for future use.



ADDITIONAL ACCESSORIES

PRIVACY CURTAIN

If additional privacy is required, the Franklin® booth has its own privacy curtain system.



BOOTH LIGHTS

These battery operated lights can be easily attached to the booth for increased illumination.



Introducing the Frankie Voting Booth



The Frankie is the vice president of the Pakflatt® voting system. Working in tandem with the Franklin®, it provides additional single voting compartments when and where they are required.

User Friendly

Compact, robust and universally accessible, the Frankie booth sets the standard for single booth voting compartments. The booth is a one piece, integrated construction meaning no tools are required for either assembly or dismantling. The telescopic leg assembly locks in place with a no-collapse feature incorporated for the safety of handlers and users.

Disability Access

The Frankie design is so portable you can, just as with the Franklin®, fit the complete booth in the trunk of a family size car, when freight transport is not available or when an emergency response is required. Modifiable Shelf Height for Universal Access accommodates voters with and without disabilities, and knowing that voters and assistive technology come in a variety of sizes, we designed the Frankie to permit adjusting its shelf height in seconds. With the Frankie, it is the voter who gets to choose which table height is most suitable for their needs.

Key Features

- Robust and damage resistant
- Easily assembled in seconds
- No tools required
- No loose parts
- Accessible to all electors
- Universally designed
- Complete with transit packaging
- Reduced maintenance, transportation, storage and handling costs
- Will survive flooded or damp stores
- Can be used outdoors in all weather conditions
- Can be used as a display or information booth at all times



| | | |
|---|-----------------|-------|
| a | top of frame | 61" |
| b | seating height | 30" |
| c | standing height | 35.5" |
| d | booth diameter | 35.5" |

Referrals



As a leading provider of election services and supplies, Inclusion Solutions works with counties of every shape and size to provide voters the complete access and participation (including privacy and independence) promised as citizens. Meet the extended Inclusion Solutions family and learn more about how we've transformed the voting experience in their counties.

Chuck Waters

CONTRA COSTA COUNTY ELECTIONS
555 Escobar Avenue Martinez, CA 94553
925-335-7824
Chuck.Waters@vote.cccounty.us

Highly Populated Contra Costa County purchased 555 booths (and 50 Ballot Boxes) and has implemented them countywide

Maryellen Allen

JEFFERSON COUNTY CLERK'S OFFICE
Co-Director of Election Center
701 W. Ormsby Avenue, Suite 301
Louisville, KY 40203
502.574.5520 (office)
mallen@jeffersoncountyclerk.org

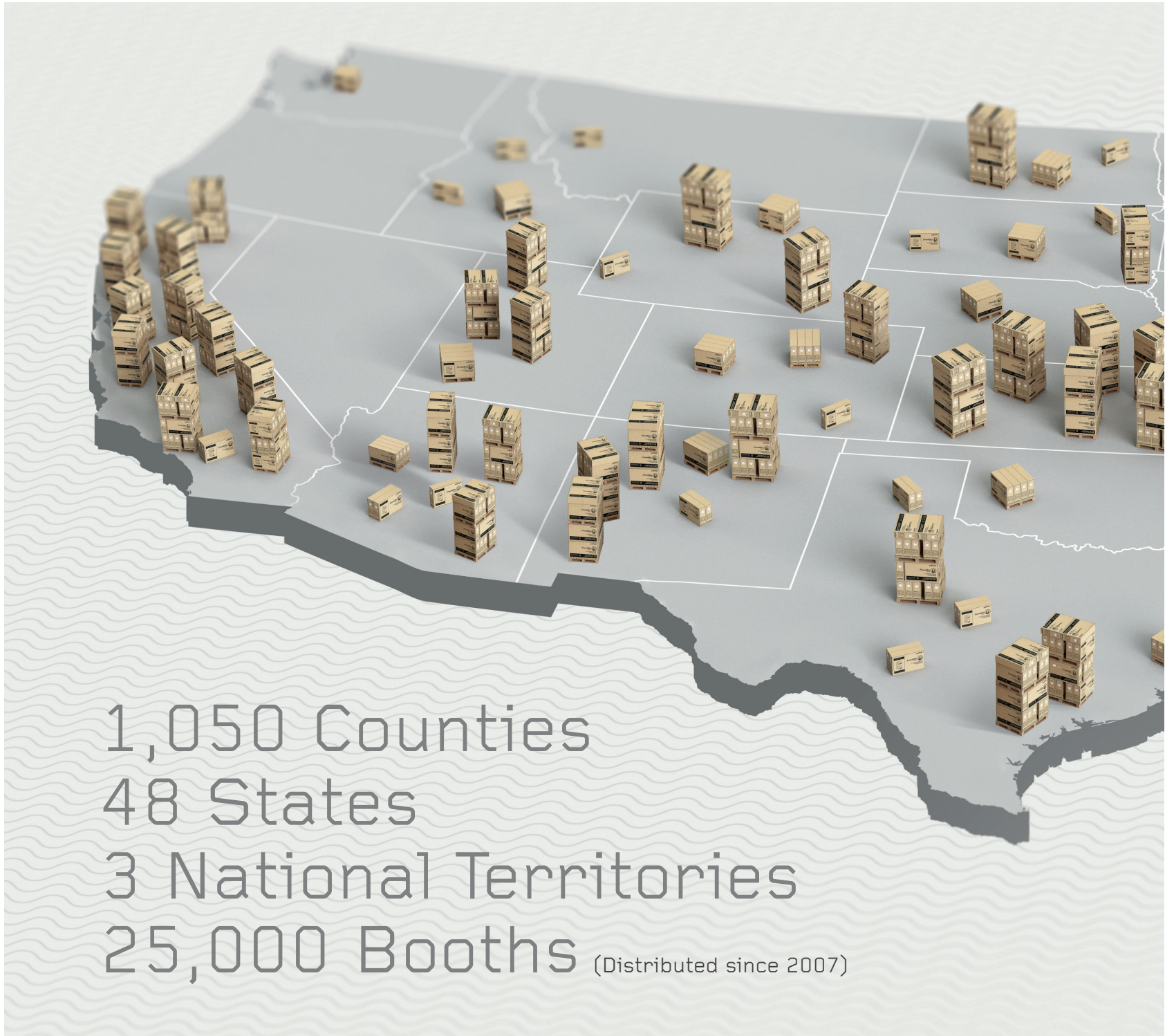
Purchased 1,840 booths in 2018

Keith Harris

Chief of Elections
JEFFERSON COUNTY COMMISSION
716 Richard Arrington Jr Blvd. No.
Birmingham, AL 35203
(205) 254-7387
harrisk@jccal.org

Jefferson County Alabama has purchased 500 booths through 2017, with plans to purchase more in the coming years

We've done it before!





Intellectual Property Assets in the USA

Pakflatt® is an engineering business in Derry, Northern Ireland, specializing in the design of its own products. Our principal markets are in the Global Elections Industry, and our main customers are in Europe and the United States.

We design, develop and manufacture, booths, cubicles, kiosks, secure containers and a wide range of accessories. We re-invest a significant proportion of revenues in research and development [R&D]. R&D by its very nature is high risk and it's not unusual for weeks of challenging endeavour to end in setback and disappointment.

When our Engineering Design Team [EDT] inevitably comes up with something unique and special, we take advice from Intellectual Property [I.P.] Attorneys and when we can lay claim to novelty or acquired distinctiveness we will file accordingly. Our I.P. Assets, take the form of Patents and Trademarks. In a highly competitive world, where ethical behaviour is becoming something of a novelty in itself, the benefits that we derive from our I.P. Assets is crucial in protecting our ideas, brands & designs, and defending our market share across the world.

In recent years, The United States Patent and Trademark Office [USPTO] has awarded Pakflatt® a US Patent and four US Federal Trademarks on the Principal Trademark Register. These awards relate to our Benjamin Franklin® four compartment voting booth which is currently being used in approximately 1,000 counties across 46 American States and in three US National Territories.

The details are as follows:-

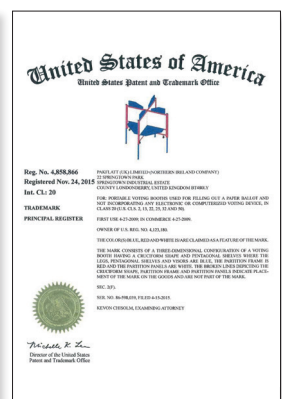
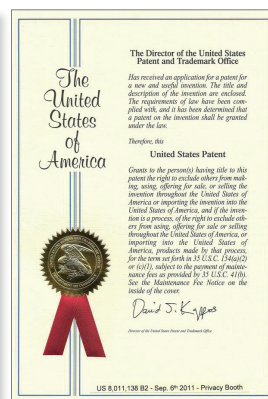
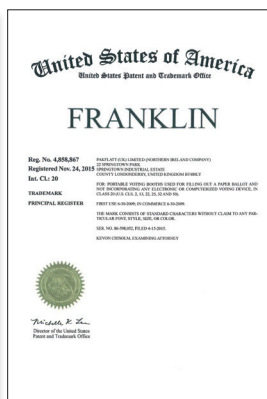
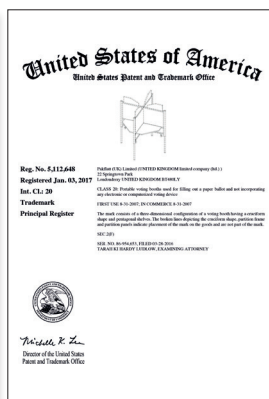
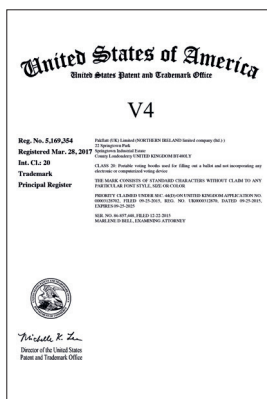
US 8,011, 132 B2 – Sep. 6th 2011 United States Patent

Reg. No. 4,858,866. Registered Nov. 24, 2015 – Trademark – Principal Register – 3D Colour

Reg. No. 4,858,867. Registered Nov. 24, 2015 – Trademark – Principal Register - Franklin®

Reg. No. 5,112,648. Registered Jan. 03, 2017 – Trademark – Principal Register – Plain Colour

Reg. No. 5,169,354 Registered Mar. 28, 2017 – Trademark – Principal Register – V/4



Other products from Pakflatt®



FORTRESS BALLOT BOX

The Fortress ballot box is unique to Pakflatt. It is the only ballot box that can be manufactured to any size or any range of sizes without the need for expensive tooling. Security - the F-800, like the other ballot boxes in the Fortress range can be sealed using both tamper-evident seals and keyed-alike padlocks.

Lifespan - the F-800 is of very sturdy construction and we estimate that with reasonable handling and storage, it will have a lifespan of at least 50-100 elections. All Fortress ballot boxes are available in self-assembly kit form. All Fortress ballot boxes can be fitted with a set of high quality furniture grade castors for ease of relocation.



FORTRESS CURBSIDE BALLOT BOX

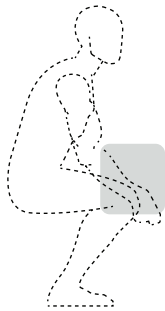
The Fortress® ballot box is unique to Pakflatt. It is the only ballot box that can be manufactured to any size or any range of sizes without the need for expensive tooling. Like the other ballot boxes in the Fortress® range it can be sealed using tamper-evident seals.

In the 2016 Presidential Election in the United States, 46 million Americans voted early in specially constructed voting centers. The Fortress® F-800 and F-400 high security ballot boxes were used extensively. As the popularity of early voting grows, the Pakflatt Design Team are working with our US Distributor to develop a new product based on the Fortress® design that will be known as the Curbside Precinct.

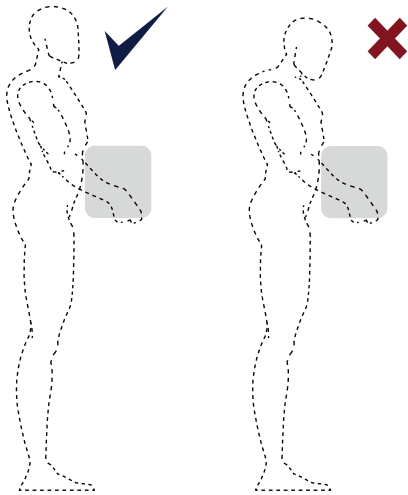


Health & Safety

Pakflatt recommend that you consider the following safety advice in the context of an overall risk assessment for staff engaged in manual handling of this equipment.



Start in good posture



Keep the load close to the waist and keep your head up when handling

Think before lifting/handling.

Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position.

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Start in a good posture.

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting.

This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist.

Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Get a good hold.

Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Keep the head up when handling.

Look ahead, not down at the load, once it has been held securely.

Move smoothly.

The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed.

There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust.

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Quality assurances



QUALITY MANAGEMENT SYSTEM

ISO 9001:2008
Certificate: LRQ 0772638
Original approval date: 11/05/1993

Our Quality Management System has enabled the quality culture to be embedded within the organisation.

QUALITY POLICY

It is the policy of Pakflatt (UK) Ltd to produce defect free products that fully meet the customers' requirements. Customer satisfaction is considered at all stages during our process. The Quality Management System describes the process used to cover all of our activities from receipt of order, control of goods and services, through to delivery and actions to continually improve effectiveness.

The Quality Management System complies with the requirements of ISO 9001:2008 and ensures that all products supplied will constantly meet customer specifications. It also ensures that all statutory and regulatory requirements are met.

Quality objectives are set annually and are continually reviewed. All employees are trained and are committed to the Quality Management System and its objectives. The Quality Management System is reviewed to accommodate changing requirements; continuous improvement is the ethos of the system.

ENVIRONMENTAL MANAGEMENT SYSTEM

ISO 14001:2004 (EMS)
Certificate: LRQ 0772368
Original approval date: 05/10/1999

The Environmental Management System has enabled Pakflatt and its partners to reduce any negative affect on the environment. This was evident during the latest recertification to ISO 14001:2004. In September 2015, Pakflatt invested in a Roof mounted commercial SPV installation of 49.5kWp meaning that a very high percentage of our energy needs are generated from renewable sources.

ENVIRONMENTAL POLICY

Pakflatt recognises that environmental management is one of our highest corporate priorities and that we conduct all aspects of our business as responsible stewards of the environment. We will integrate the principles and practices of conserving our natural resources and reducing pollution as essential elements of our management, corporate culture, and community relations through the use of a documented and maintained Environmental Management System.

PAKFLATT'S ENVIRONMENTAL COMMITMENTS

A programme of continual improvement through the setting and reviewing of objectives. Compliance with legal requirements. Resource Conservation and Recycling. Energy Conservation. Pollution Prevention. Environmental Education.

SYSTEMS

Ethical Policy, Quality, Environmental, Health and Safety, Human Resources & Ethical Policy Integrity and honesty in all our business dealings is core to the reputation of Pakflatt and its long-term success.

Therefore appropriate ethical behaviour is the responsibility of all Pakflatt employees and this Policy provides clarity on our expectations in this area. Business ethics covers a broad range of areas and therefore we set out our expectations under headings which we hope provides further clarity and supports our ability to ensure its delivery across all our business activities.

In our dealings with each other, we are committed to teamwork and providing a positive and satisfying place to work where business and personal goals can be met. To achieve this, all employees should contribute to and therefore be able to enjoy a safe working environment free from all forms of discrimination and harassment.

Legal Compliance: We are committed to ensuring that all our activities are conducted in accordance with all relevant international, national and regional laws and regulations. We are accredited to ISO 14001: 2004 and OHSAS 18001: 2007.

Safety and Environmental Responsibility: We will seek to understand the implications of Pakflatt activities on the environment and the safety of our staff. We will fully comply with all statutory requirements relating to Health & Safety and Environmental protection. Our intent and requirements for Health & Safety and Environmental responsibilities are provided in Pakflatt Health & Safety.

THE MACBRIDE PRINCIPLES

Pakflatt (UK) Ltd aspires to letter and spirit of the MacBride Principles where practicable.



Pakflatt (UK) Ltd.
22 Springtown Park
Londonderry
BT48 0LY

T +44 (0) 28 7128 7111
F +44 (0) 28 7128 7780
patrick@pakflatt.com
bridgeen@pakflatt.com

pakflatt.com



Inclusion Solutions, LLC
2000 Greenleaf Street
Suite 3
Evanston, IL 60202

T (847) 869-2500
F (847) 869-2515
hbundy@inclusionsolutions.com

www.inclusionsolutions.com